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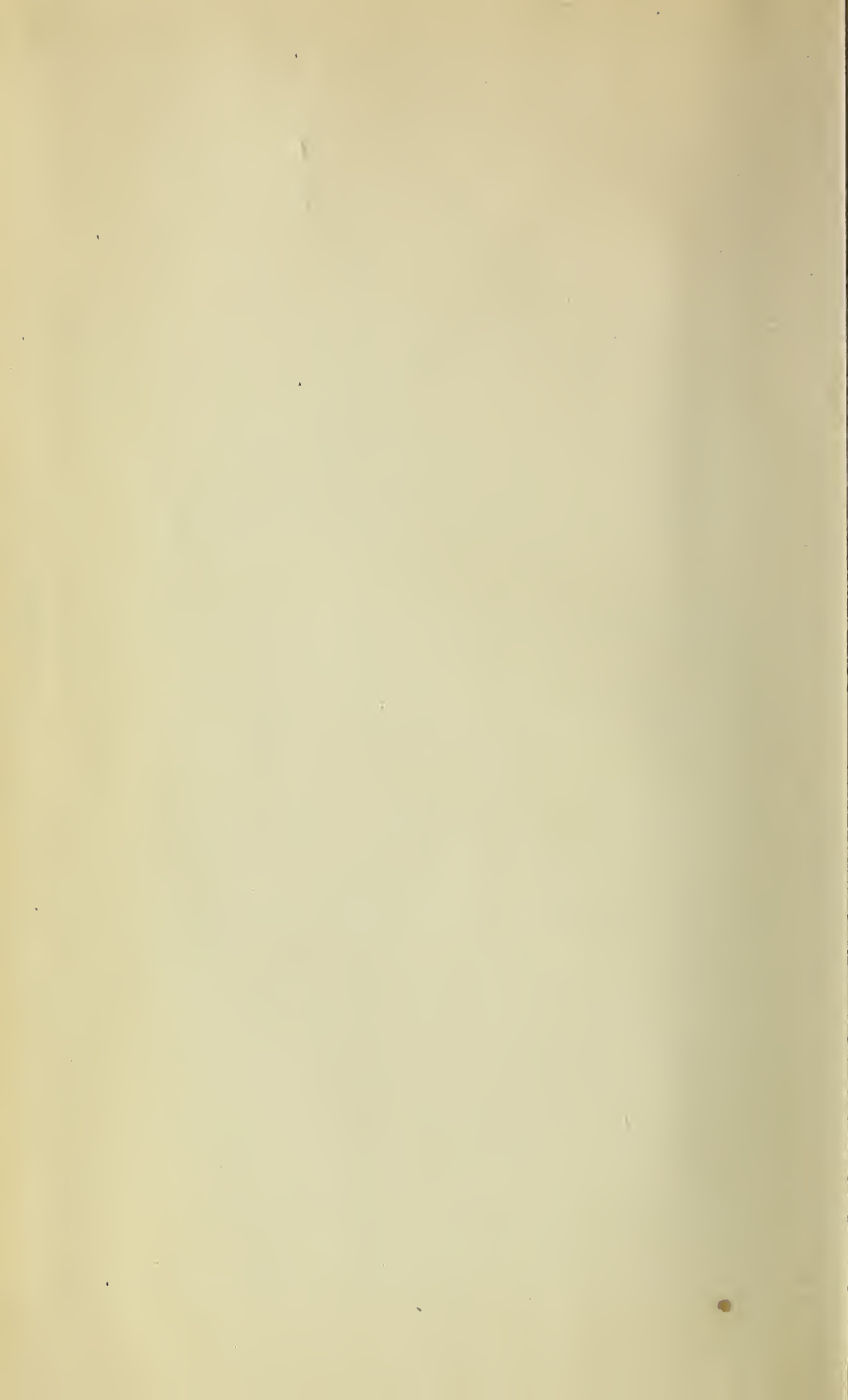
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Department of Education

CITY AND COUNTY OF SAN FRANCISCO

STATE OF CALIFORNIA

## COURSE OF STUDY

FOR THE

# SAN FRANCISCO HIGH SCHOOLS

## PART I—To Patrons, Parents and Students

July, 1913





# Department of Education

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STATE OF CALIFORNIA

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## SAN FRANCISCO SCHOOL DEPARTMENT.

### ANNOUNCEMENT OF COURSE OF STUDY IN THE HIGH SCHOOLS, 1913.

To Patrons, Parents and Students:

#### INTRODUCTION.

Extensive modifications have been made recently in the Courses of Study of the San Francisco High Schools. These changes are made operative *at the beginning of the Fall Term of 1913*. The present announcement is issued as a guide to those chiefly concerned, that they may plan as wisely as possible for an efficient education, i. e. one "carefully designed to return to society intelligent, able-bodied and progressive citizens." The benefits that will come from thoughtful action at this juncture will be felt throughout the whole time of presence in high school.

In the five High Schools is organized a central trunk-line, or general plan of work. This trunk-line, however, has branches in many directions forming "Groups" designed to conform to varying aims and life-objects. The "Groups" are planned to meet the needs, as far as possible, of all who are ready to share the opportunities a high school affords, viz.: (1) those whose formal education must come to a close at the end of four years of high school instruction; (2) those who cannot tell definitely whether they will be able to continue their formal education beyond high school, and who wish to have the opportunity of deferring their decision on that point to a late time in the course; (3) those who confidently expect to continue their formal preparation beyond high school; and (4) those who can spare no more than two-years' time, or one-year's time only, for high school attendance.

*Elasticity and a Guarantee of Thoroughness* are the salient features of the new course. It permits the student's *individuality*, his *personal aptitudes*, to develop freely under safe guidance; it provides both *scope* and *material* for the development of his talents. At the same time, its provisions are sufficiently rigorous to insure against dawdling and superficiality. "Hard work is to be secured not by insistence upon uniformity of tastes and interests, but by the encouragement of special effort along lines that appeal to the individual."

## DEFINITIONS.

(a) *Group*. "Group" is the expression used to designate a particular section of the main Course, planned to fit varying aims, ambitions, and life-objects. There are seven such Groups, labeled "A" to "G," inclusive.

(b) *Major*. "Major" is the expression used to designate general subject-matter in which a student specializes, and to which he must devote four consecutive years of work.

(c) *Minor*. "Minor" is the expression used to designate general subject-matter in which a student must accomplish two consecutive years of work.

(d) *Department*. "Department" is the expression used to designate general subject-matter which is unified in character, or classified as such because of inherent interrelation between the parts. Usually, continuity and expansion in knowledge are implied. Progress from the introduction to the conclusion of the work of the Department.

(e) *Hour*. "Hour" is the expression used to designate one class-exercise period per week for a half year in subject-matter which requires preparation outside of the scheduled periods of instruction. For work not requiring the preparation just stated, the number of periods of classroom or laboratory exercise must be doubled to be allowed full "Hour" value. (See also "Regulation" under "Operation Plan," page       ).

[Note: To express high school "Hours" in terms of matriculation "Units" (University of California Entrance Requirements), multiply by three-eighths, i. e., eight high school "Hours" equal three matriculation "Units."]

(f) *Subject*. "Subject" is the expression used to designate two terms' work, not necessarily consecutive, in any branch of instruction. The value of a "Subject" is eight "Hours"; fractional "Subjects" shall be evaluated in proportion to "Hours."

(g) *Advanced*. "Advanced" is the expression used to designate "Subjects" normally assigned to the Third and Fourth Years of the high school course, and which require an intensive application not contemplated in "Subjects" assigned to the First and Second Years of high school.

(h) *Elective*. "Elective" is the expression used to designate "Subjects" in relation to which the student is allowed partial or complete freedom of choice, as bounded by the provisions of the Group adopted.

(i) *Prescribed*. "Prescribed" is the expression used to designate "Subjects" which the student must take.

(j) *Regular Student*. "Regular Student" is the expression used to designate one who, following the program of any Group, pursues work equivalent to the minimum required for graduation. Repeated work may be included in this minimum.

(k) *Restricted Status Student*. "Restricted Status Student" is the expression used to designate one who is not a "Regular Student."

(l) *Registry School*. "Registry School" is the expression used to designate the school which is responsible for a student's records in scholarship, conduct and attendance.

### UNIFORM PROGRAM OF STUDY FOR FOUR-YEAR REGULAR STUDENTS.

Subject Number	Distribution of Work	Years	Hours	"Advanced" Hours
1	Prescribed Major—English— and United States History and Civics	3 1	24 8	8 8
2	Elective Major—four "Subjects in any single "Department"	4	32	0 to 16
3	Alternative Language or Mathematics Minor	2	16	0
4	Elective Minor—two "Subjects" in any single "Department"	2	16	0
5	Electives—six "Subjects"		64	8 to 24
Totals for "Program of Study"....		4	160	40

A sufficient number of "Advanced Hours" must be included among the "Electives" to make a total of forty "Hours" for all "Advanced Subjects."

### GRADUATION REQUIREMENTS.

(See also "Regulations," Part II.)

#### 1. *Four-Year Course*. Groups "A," "B," "C," "D" and "E.")

Every student who has attained a satisfactory record, both in scholarship and conduct, such as to earn credit for one hundred sixty "Hours" of work (the equivalent of twenty class-exercise periods per week for four years) distributed according to the valuations in the "Program of Study" above, will be awarded a Diploma of Graduation from the San Francisco High Schools.

#### 2. *Two-Year Course*. (Group "F").

Eighty "Hours" of work (the equivalent of twenty class-exercise periods a week for two years), subject to the conditions of this "Group," are required for the Certificate of Proficiency from the Two Year Course.

#### 3. *One-Year Course*. (Group "G").

Forty "Hours" of work, subject to the conditions of this Group, are required for the Certificate of Proficiency from the One-Year Course.



### *Synopsis of "Program of Study" for "Regular" Four-Year Student*

(1) The number of elective "Subjects" is fourteen out of twenty. Freedom of election may be partially limited by the choice of "Group"; also, a "Major" and a "Minor" must be provided for.

(2) Of the remaining six "Subjects," four are prescribed, and two must be chosen from either a Language (other than English) or Mathematics.

(3) Five "Advanced Subjects" are required.

### **CRITICAL ANALYSIS OF "PROGRAM OF STUDY."**

(1) The "Prescribed Major" is a combination of English, to be studied for at least three years, and United States History and Civics in the Fourth Year. "There is at the present time almost unanimous agreement among high school and college authorities that three or four (years) of English should be required of all. . . . 'Every high school student should be given a practical knowledge of affairs in his own community . . . of the basic principles of state and national politics.'" (N. E. A. Report 1911).

(2) The "Elective Major" provides an opportunity for the student to specialize at will. It is assumed that students entering high school have a serious motive. *Proficiency* in this "age of specialization" can be attained only by intensive foundational study, and it is thought that four consecutive years of application along a main line, under the direction of skilled teachers, should result in the acquisition of thorough knowledge and practical training on the part of the student.

(3) The "Alternative Language or Mathematics Minor" gives a choice between the two "Subjects" which are most frequently needed to re-enforce an "Elective Major." While the majority of students will elect both of these "Subjects," some students seem to lack the faculty of grasping one, although they acquire the other readily. The concession of this "Minor" is a distinct, liberal departure from conventional high school programs.

(4) The "Elective Minor" permits a student to choose a "department" intimately related to his "Elective Major" and essential to complete equipment in the latter. In selecting this "Minor" the guidance and advice of the principal should be sought.

(5) The "Electives" permit a student to choose such "Subjects" as will complete other "Majors"; or enable him to gain intensive knowledge of two allied branches of work; or allow him to increase his specialized qualifications in any province of instruction. "This is a margin to be used for any 'kind of work that the best interests of the student appear to require.'" That the "Subjects" should be left unspecified "appears to be vital to the progressive development of secondary education."

## THE GROUPS.

The "Program of Studies" has been arranged in five four-year "Groups," labeled "A" to "E" inclusive, each one of which meets fully the "Graduation Requirements," above-stated. In addition, a Two-Year Group and a One-Year Group have been provided.

The Groups are guides only. "A" is the most elastic Group of the series, i. e. in it the "Electives" are the more free than in any other Group. The others are mere variations, or particular adaptations, of "A"; hence, it is treated herein in advance of the rest.

(1) **Group "A":**—(See page 22).

### **TITLE:—"GENERAL".**

**Purpose:**—This "Group" is designed to allow a student to test his capabilities in manifold directions, and to inspire him with the desire for education beyond high school. Its provisions open the doors to wide, yet thorough trial of the branches of instruction offered by our high schools. Every restriction upon, and bar to, the student in the form of *arbitrary exactions* has been removed. At the same time, the prescription of forty "Hours," at least, of "Advanced Subjects" imposes a restraint upon superficiality and waste of time. Under the provisions of Group "A" a student is permitted to turn in a different direction from that originally intended, without loss of time or standing, in accordance with newer life-plans, late in the Course.

(2) **Group "B":**—(See page 23).

### **TITLE:—"OPTIONAL."**

**Purpose:**—This Group is designed to allow much freedom to a student before he need ultimately conclude whether to extend his formal education beyond high school, or not to do so.

(3) **Group "C":**—(See page 24).

### **TITLE:—"OCCUPATIONAL."**

**Purpose:**—This Group is designed to afford thorough preliminary instruction and drill to a student desiring a technical, scientific, or commercial education.

(4) **Group "D":**—(See page 25).

### **TITLE:—"COLLEGE OF SCIENCE PREPARATORY."**

**Purpose:**—This Group is designed to afford thorough pre-collegiate instruction to a student desiring to obtain the Degree of "Bachelor of Science."

(5) **Group "E":**—(See page 26).

**TITLE:—"INCLUSIVE COLLEGE PREPARATORY."**

Purpose:—This Group is designed to afford thorough pre-collegiate instruction to a student desiring to obtain any "Bachelor's Degree" among those conferred by a university. The student may defer the selection of such Degree until the end of his second year in a university without loss.

(6) **Group "F":**—(See page 27).

**TITLE:—"TWO-YEAR COMMERCIAL-INDUSTRIAL."**

Purpose:—This Group is designed to allow intensive preparation to a student who can stay in high school two years only. It connects, however, with the Third Year and Fourth Year work of Groups "A," "B," "C" and "D," and in some cases, of Group "E."

(7) **Group "G":**—(See page 27).

**TITLE:—"ONE-YEAR COMMERCIAL-INDUSTRIAL."**

Purpose:—This Group is designed to allow intensive preparation to a student who can stay in high school one year only. It connects, however, with the Second Year work of Groups "A," "B," "C," "D," "F" and in some cases, of Group "E."

**ASSIGNMENT OF GROUPS TO SCHOOLS.**

The assignment is:

Commerce—"A," "B," "C," "F" and "G";

Girls—"A," "B," "C" and "E";

Lowell—"B," "C," "D" and "E";

Mission—"A," "B," "C," "D," "E," "F" and "G";

Polytechnic—"A," "B," "C," "F" and "G."

It is thus seen that Groups "B" and "C" are to be found in all schools.

**CHANGES FROM GROUP TO GROUP.**

The original selection of a Group is not necessarily final, but may be provisional only. Students may change from Group to Group, with the approval of the Principal, as follows:

(a) from any Group at any time to any other one of which the letter-symbol comes *nearer* the head of the alphabet. (Thus, a student who follows any one of Groups "B," "C," "D," "E," can graduate under the terms of "A," or change to "A" from any one of them at any time; a student who follows "C," "D" or "E," can change at any time to "A" or "B"; and so on).

(b) from Group "A" to Groups "B," "C" or "D," from Group "B" to Groups "C" or "D," from "C" to "D," or from "D" to "E," at the end of the First and Second Years; from "B" to "C" at the end of the Third Year;



(c) other changes are possible, if certain distinctive features of a Group have been observed, but such possible changes cannot be guaranteed.

### ASSIGNMENT OF ELECTIVE MAJORS TO SCHOOLS.

The "Elective Majors" are assigned to schools, as follows:

- (1) Latin—Girls, Lowell, Mission;
- (2) Greek—Lowell;
- (3) French—Commerce, Girls, Mission, Polytechnic;
- (4) German—Commerce, Girls, Mission, Polytechnic;
- (5) Spanish—Commerce, Polytechnic;
- (6) History—Girls, Lowell, Mission;
- (7) Commercial History—Commerce;
- (8) Mathematics—Girls (in combination with Science), Lowell, Mission, Polytechnic;
- (9) Natural Science—Girls, Lowell, Mission, Polytechnic;
- (10) Fine Arts—Girls, Lowell;
- (11) Drafting—Mission, Polytechnic;
- (12) Mechanical Arts—Polytechnic;
- (13) Applied Mathematics—Mission, Polytechnic;
- (14) Industrial Chemistry—Mission, Polytechnic;
- (15) Domestic Science, Sewing and Cooking—Girls, Mission, Polytechnic;
- (16) Applied Arts—Girls, Mission, Polytechnic;
- (17) Bookkeeping—Commerce, Mission (in combination with Stenography);
- (18) Stenography and Typewriting—Commerce, Mission (in combination with Bookkeeping).

**Note.**—A "Major" in Mechanical Arts must be accompanied by a "Minor" in Drafting.

### ELECTIVE MAJOR COMBINATIONS.

An "Elective Major" *may also be formed* by combining either two "Foundational Subjects" from each of two "Departments," or three "Subjects" of one "Department" and an "Advanced Subject" from another, provided that the same be confined to certain closely related among the "Electives" to make a total of forty "Hours" for all "Departments," viz.,

- (1) Language (other than English);
- (2) History and Oral Expression (Music and Oral Expression);
- (3) Mathematics and Sciences;
- (4) Fine Arts, Drafting and Applied Arts;
- (5) Bookkeeping and Stenography;
- (6) Domestic Science, Sewing and Cooking;
- (7) Natural Science and Science Division of Domestic Science;
- (8) Applied Arts and Home Division of Domestic Sciences.

## ASSIGNMENT OF MINORS.

"Minors" may be taken in any school, either directly or through the "Interlocking System Among Schools." (See page 10).

## POSTPONEMENT.

Note.—For certain necessary postponements, see the "Notes" preceding the "Classification Charts of Studies" inserted at the end of this pamphlet.

## INTERCHANGES OF MINORS AND THE ELECTIVE MAJOR.

After the First Year, a "Minor" may be transformed into an "Elective Major" and the "Major" thereupon become a "Minor," in cases in which the exchange is made in "Departments" offering "Subjects" for four consecutive years. It is hoped that thus the student will be able to "find himself" with greater certainty in his work.

## CLASSIFICATION CHARTS OF STUDIES (See inserts at back of Pamphlet).

The table called the "Classification Charts of Studies" is divided into four columns, I, II, III, IV, agreeing respectively with the First, Second, Third and Fourth Years of the established high school course. Except on approval of the principal, "Subjects" cannot be had by regular students until they are registered in the year corresponding to the columns in which the "Subjects" are entered. The division into sections W, X, Y, Z, is made to distinguish the character and scope of "Subjects." Under the W section are placed the "Foundational Subjects" of the First and Second Years (columns I and II), which are standardized, and accepted for admission without examination by the University of California (Matriculation Subjects 1-3, 6, 8, 10, 12c-g, 13a, 15a2, 15b2, 15c2, 16, 17). Under the X section are placed the "Advanced Subjects" of the Third and Fourth Years (columns III and IV), which are standardized, and so classified, by the University of California (Matriculation Subjects 4, 5, 7, 9, 11, 12a-b, 13b, 14, 15a3-a4, 15b3-b4, 15c3-c4). All other "Subjects" are placed under sections Y and Z; Y corresponding in nature and scope to W, Z corresponding in nature and scope to X.

## "INTERLOCKING SYSTEM AMONG SCHOOLS."

(See also "Regulations," Part II.)

To enable a student, as far as possible, to gain instruction in a "Subject" *not offered* in that school in which he is registered, and *offered* in another, it is provided that:

(1) a student will be allowed to take in that school offering it, any "Subject" (not a "Major") not given in the school in which he is registered, whenever, in the judgment of the principals of the two schools concerned, such permission is advisable [Note: The student must register in a school actually teaching the desired "Major," such school to be his Registry School];

(2) if he has no deficiencies, a student may register simultaneously for a half-day session in each of two separate schools ("Double Registration"), whenever the school schedules permit;

(3) for work accomplished under this "System," a student shall be allowed full credit toward graduation in the Registry School.

In view of the liberality of this grant of privilege, students taking advantage thereof must observe the regulations of the two schools and any special conditions fixed by either of the principals, or both of them, and, further, may be denied the concession by the Superintendent on the request of either principal for any reason deemed sufficient.

### **DISTRIBUTION OF TYPE-WORK.**

The distinctive features of the existent type high schools are to be abandoned to some extent by gradually introducing into them, except where equipment prohibits, all possible "Foundational Subjects." However, the schools will remain specialized in the "Advanced Subjects." Students desiring training along specialized lines are privileged to attend any school they wish for the "Foundational Subjects" necessary to their purpose, but must expect to transfer to the school giving the desired "Advanced Subjects" in order to complete their preparation.

### **EXTENT OF FLEXIBILITY OF SYSTEM.**

The execution of the policy just outlined will necessitate great expansion of curriculum and teaching-force, with attendant increase of cost. The possibility of taking the "Subjects" sought is accordingly limited by administrative difficulties alone. If the "Subjects" essential to the realization of individual hopes are not included at all, then, obviously, the exact preparation striven for cannot be reached. In that contingency, the individual must accept the best that the schools are able to afford.

### **Choice of Group and Major.**

Suggestions, necessarily brief, concerning the preparation afforded by the "Groups" and possible "Majors" may be of value to the individual in settling upon his Course of Study. The directions for students looking forward to a University career are presented first, not because there is any guarantee that the particular student will actually go to college, but because such suggestions *will prove of equal value to students whose formal education must end with the high school Course.*

## RECOMMENDATION (Accrediting to College).

Graduates of any four-year Group, whose work is of such high quality as to warrant the belief that they will succeed in a higher institution of learning will be enabled to enter without examination the University of California, and likewise Leland Stanford Junior University, and the State Normal Schools, *upon the certification ("Recommendation") of the principal of the school from which graduated.* "Recommendation" is a matter resting *entirely* within the discretion of the principal. This is a serious responsibility, inasmuch as the college officers, by pronouncing in the Freshman Year upon the fitness of students accepted on "recommendation," hold the preparatory schools accountable for the attainment of established standards. *Graduation from high school of itself does not entitle a student to "recommendation" to college.* A student neither earns an inherent right to "recommendation" by reason of excellent scholarship in high school, nor will he necessarily be denied "recommendation" by reason of indifferent scholarship. The intimate knowledge of a student's character and ability that a Principal acquires—particularly in the final year in high school—makes him a worthy judge of the possibilities evidenced in each case for a creditable university record. The judgment so formed will be the basis, broadly speaking, upon which rests the granting or withholding of Recommendations.

(Note—To reach the minimum number of "Admission Units" required, students must aim to be granted "recommendation" in one hundred and twenty high school "Hours," equivalent to forty-five U. of C. "Units".)

### "COLLEGE."

*Admission to a University is, after all, merely a preliminary step. More important are the requirements for a "University Degree."*

College students who had merely browsed while they were in high school, will probably find themselves hampered in their new work by realizing that they must satisfy a *specified* set of preliminary requirements before they will be allowed to enter their chosen field of specialization ("Major"). It is these restrictions upon students *after* they have entered a University, and not alone the admission regulations, that must be weighed during their high school course by those planning to enter the higher institutions.

The University of California has carefully organized such restrictions into University Groups, called "Colleges," and sets a definite time for meeting the classified prescriptions, according to the "Junior Certificate Plan." Normally, *two* years of university work must be completed before the "Junior Certificate" can be obtained; likewise, *after* the "Junior Certificate" has been secured, *two* years *more* of University work must be completed before the "Bachelor's Degree" can be obtained. It is obvious that any delay in meeting these restrictions will cause delay in getting the "Junior Certificate" and, hence, delay in obtaining a Degree.



Since many of the university conditions imposed on Majors can be overcome in high school *only*, no corresponding work being offered in the Universities, our high school Groups "C," "D," and "E," are framed to satisfy the prescriptions of the Junior Certificate, as is also the narrow Fourth Year option of Group "B." Again, many of these obligations can be discharged in university or high school alike, but *must* be fulfilled. Experience indicates that to fulfill them in high school, thus saving university time for university work, will lead to better university results. The debatable question for each individual to settle for himself is: Does he prefer to postpone restrictions to the university years and take "Electives" in high school, or to do the reverse? Our belief is that, with the personal attention and comparatively small classes in high school, one is much more likely to accomplish satisfactory results in removing these prescriptions by work in high school than in the university.

If this advice is unwelcome, the student has still the privilege of following high school Group "A," or the broad Fourth Year option of Group "B," and, assuming that he enters college, therein contending afterward with the restrictions imposed in both Universities upon the chosen "Major."

To aid the prospective university student in escaping these restrictions, the following summary of University of California "Majors" (Bulletin: "Circular of Information," August, 1912), is submitted:

### PREPARATION FOR. OR SPECIALIZATION IN.

Occupation, or "Major"	which requires the fulfillment of restrictions for what we may call the University "College" of	Mark for options, on "Classification Charts of Studies."
Engineering Industrial Chemistry Manufacturing Chemistry Irrigation Mining Electricity Foods Animal Industries Agriculture Forestry, etc. Architecture	} Applied Sciences	A. S.
Insurance Actuary Accounting Business Management Corporations, etc.	} Commerce	Com.

Occupation, or "Major"	which requires the fulfillment of restrictions for what we may call the University "College" of	Mark for options, on "Classification Charts of Studies."
Sciences, such as Astronomy Physics Chemistry Geology Mathematics	Limited Natural Sciences	L. N. S. and N. S.
Greek All Languages History Philosophy Mathematics All Natural Sciences All other Subjects, except Applied Sciences	Letters	L.
All Languages, except Greek History Economics Philosophy All Natural Sciences All other Subjects, except Applied Sciences	Social Sciences and Unlimited Natural Sciences	S. S. and U. N. S.
Law	Unlimited Natural Sciences Social Sciences and Letters	U. N. S., S. S., and L.
Medicine	Letters, Social Sciences and Unlimited Natural Sciences	L; S. S., and U. N. S.

*Selection of High School Group for "A. S.," "Com.," or "L. N. S."*

Group "C," with the indicated options prescribed throughout, fully prepares for A. S., Com., and L. N. S.

*Selection of High School Groups for U. N. S. or S. S.*

Wherever the desired University Major may be provided for under either U. N. S. or S. S., the student has an option between two high school Groups. If he decides in favor of U. N. S., he should elect Group "D," without variation. For S. S. he groups on "E," without variation. Hence, the differences between the re-

quirements for U. N. S. and S. S. are indicated by the distinctive features of Groups "D" and "E." Group "D," used in preparing for U. N. S., demands:

- (a) four years of high school Mathematics ;
- (b) two years of high school Latin, and meets fully all requirements of U. N. S. in these two "Subjects."

Group "E" used in preparing for S. S., demands:

- (a) two years of high school Mathematics ;
- (b) four years of high school Latin, and meets fully all requirements of S. S. in these two "Subjects."

If the student prefers Latin to Mathematics, he should choose S. S., and Group "E." If he prefers Mathematics to Latin, he should choose U. N. S. and Group "D."

*Selection of High School Group by students preparing for "E."*

Students whose "College" is Letters follow Group "E" with options marked L. *No other arrangement prepares for this "College."*

*Selection of High School Group with the object of deferring the final selection of the University Major until after enrollment in the University.*

We call special attention to the fact that the requirements of several "Colleges" can be met by the same individual if he follows either high school Group "D" or Group "E," and observes the variations marked A. S. and Com., of which A. S. should be given the preference when in conflict with Com." In other words, Group "D," with the A. S. and Com. options chosen as just noted, meets all requirements for A. S., Com., U. N. S., L. N. S. and, with the limitation that two years of high school Latin are postponed to the University Course, S. S. as well; while Group "E," with A. S. and Com. options similarly chosen, fulfills the requirements for S. S., U. N. S., L. N. S., A. S. and Com.

*Selection of High School Group by students hoping for a University Course later, but not able to realize that ambition immediately.*

The necessity of "paying one's way" often makes it advisable to postpone until after university admission whatever part of the required work for a given "College" may be performed either in high school or university, in order that the options and electives so gained may be applied to ends of financial improvement. Those having to face a situation of that kind may prepare either for U. N. S. or S. S. by following Group "D," and at the same time find remunerative employment by taking advantage of all options and electives of that Group for "Subjects" of a directly practical kind. A still better plan for them is to register under Group "C," selecting for their 'Elective Major,' subject-matter which they believe will enhance their earning capacity, and choosing the options

for the "College" they would enter. This can be done by gaining permission for "Double School Registration" for two years (as hereinbefore provided), and by including a high school in which Latin may be had, as one Registry School during that time. To adopt this measure means that some required work has been deferred until entrance into a university, and thus "Electives" in high school have been gained at the expense of "Electives" in the university. In both cases, the total of "Electives" and of "Required Subjects" is identical.

*Selection of High School Group by students who doubt the possibility of gaining a University Education, but wish to safeguard such prospect.*

Those whose prospects of attaining a university are uncertain, should determine upon their hoped-for "College," and register under either Group "C" or Group "B," observing the *essential* variations indicated for the respective "Colleges." If a University Course is a *probability*, but immediate fitness for some gainful occupation is a necessity, follow Group "C." If the University Course is merely a *possibility*, perhaps dependent on future circumstances and one's efforts, but immediate fitness for some remunerative form of employment is a necessity, follow Group "B," which, in the Fourth Year in high school can be turned either toward or away from college matriculation. Others who cannot give the emphasis to university preparation, set forth in the suggestions already offered herein, may safeguard themselves against university *restrictions* impossible of fulfillment in the first two years of their University Course, by taking Group "B" for the First Year and Second Year in high school, changing to Group "A" in the Third Year and Fourth Year, but including under "A" of the latter years either Physics or Chemistry, and two "Subjects" chosen at will either from Languages (other than English) or from Natural Sciences not otherwise prescribed. Students whose "College" would be either S. S. or U. N. S. *must* choose Latin for their "Language Minor" under Group "B," because this part of Latin cannot be taken in the university. Students whose "College" would be A. S. will find it no hardship to take the necessary options marked "A. S." in all Groups, because their selection of that "College" indicates that their high school course will look toward an occupation to which those "Subjects" will prove *essential*, with or without a university training. The *disadvantages* of this minimum preparation to one who afterward enters a university are twofold. First, a student so prepared will be obliged, during the First Year and Second Year of his University Course, to take "Subjects" he might have studied to greater advantage in high school; hence, much of his efforts during those two years will have to be devoted to such "Subjects" instead of to true "University Subjects." Second, he will be obliged to take two Languages (other than English) in one of those years, unless he has taken



four full "Language Subjects" in high school. On the other hand, it is some compensation that such a student will be able to gain the "Junior Certificate" at the end of two years after admission to a university.

#### *Majors in Leland Stanford Junior University.*

The requirements for "Majors" in Stanford University are sometimes not so inclusive as in the University of California. They are never more numerous in Stanford University. Hence, what satisfies the University of California will meet fully the Stanford requirements. The formulation of Groups for Stanford University, as above for the University of California, would require the specification of as many Groups as there are possible "Majors" in Stanford. If any student desires to prepare for a specific "Major" in Stanford University, he should consult the Principal, or the Superintendent's staff, and will be assisted to frame a program.

#### **The Utility of Group "A."**

All students are asked to remember that those who follow high school Group "A" are *not* barred from a University Course. This Group is *not* recommended for prospective university students because it does *not guard* against restrictions on the chosen University "Major," as do the other Groups, and the extent of requirements in which the student would find himself deficient is problematical and dependent solely upon the "Subjects" he chanced to elect in high school. Yet Group "A" affords an all-round school experience that should be as advantageous in college as anywhere else.

#### **"SOME HINTS FOR SELECTION OF MAJORS."**

We have endeavored to denote by the *names* of "Subjects" listed under X or Z on the "Classification Charts of Studies" (see "Inserts"), the occupations for which they afford preparation. The student should examine the "Classification Charts of Studies" for "Subjects" of which the names indicate their desirability in fulfilling his plans. Such "Subjects" should be included in the student's course, the "Department" which contains the most essential "Subjects" being considered the "Elective Major."

Certain "Departments" and "Subjects" are helpful in preparing for professions other than those already indicated. A few hints for the selection of "Majors" for such professions follow: more specific advice may be received from principals.

Prospective Lawyers who *cannot* enter a University should include in their Course under Groups "A," "B," or "C," a maximum of Mathematics for the sake of the training in Logic. Those preparing for the University should possess the minimum of Latin prescribed under Group "D." All should take a History "Major," at least a Bookkeeping "Minor," and some Stenography.

Prospective Physicians *must* prepare for the University. By registering under Group "C" and electing the minimum of Latin (two years), freedom may be secured to take high school work of value for this profession. At least two years, and, if possible, four years, of French and German in high school will be found desirable. The "Elective Major" should be a combination between Natural Sciences and Domestic Sciences, including all the "Subjects" in the Science Division of the latter "Department," Physics, Physiology and Hygiene, if possible, and enough other "Subjects" in the former "Department" to complete the requirement.

Prospective Dentists *must* also prepare for the University. In their high school Course, they should include a minimum of two years of Latin, either French or German for at least two years, not more than two "Mathematics Subjects," Chemistry, Applied Chemistry, Physics, Freehand Drawing, Clay Modeling, and, if time and opportunity permit, a "Subject" in Applied Arts involving the use of small tools and the shaping of metals. It is probable that other useful "Subjects," such as Anatomy, Physiology, Pharmaceutical Botany, etc., will be added to the curriculum in the future.

Those preparing to enter a Training School for Nurses should register under Groups "A," or "B." A combination of the *whole* of the Natural Science and Cooking Divisions (p' and p'') and column I and column IV "Subjects" of the Home Division (p''') of Domestic Sciences, is a "Major" particularly well adapted to the needs of such students. They should choose the "First Minor" of "A," or the "Language Minor" of "B," in either French or German and ought to include Plain Sewing and, if possible, Physiology, in their Course.

Those desiring to become teachers, should first determine whether they look forward to a position in a high school, a grammar or primary school, or kindergarten. The State Law requires that high school teachers be graduates of a *recognized* University, and become specialists in, and teach some particular "Study," or closely related "Studies." Prospective high school teachers should therefore give careful thought to the selection of this "Study" ("Department") for specialization. Such students should register in that Group among "C," "D" and "E," which prescribes the maximum amount of work in the chosen "Department," and, if less than all its "Subjects" are *prescribed*, they should then take the remainder, and as many related "Subjects" as possible, among their "Electives."

The main body of the grammar school and primary school teachers are certificated by the Normal Schools which receive applicants upon approximately the same basis of admission as do the Universities. Groups "C," "D" and "E" afford the desired preparation for such entrance. However, the best preparation can be attained under either Group "B" or Group "C," by taking the "Elective Major" in History, and including among the "Electives" all of the

following "Subjects," viz.: General Science, Physics, Chemistry or Household Chemistry and Domestic Chemistry (preferably the latter combination), Oral Expression, Household Health and Sanitation, Hygiene of Person, Patient, and Infant, Freehand Drawing; and as many of the following "Subjects" as possible, viz.: Interior Decorations and Furnishings, Music, Dietetics, Home Nursing, and "Applied Arts." Preparation for a Kindergarten Training School should be made under Group "A" and should include a comprehensive "Major" in "Applied Arts," such "Subjects" as Music, Oral Expression, General Science, the Home Division of Domestic Science, and as many additional "Subjects" as possible, selected from the Sewing and Natural Science Divisions of "Domestic Sciences," from History, and from Natural Sciences.

**Continuation Plan.** (See also "Regulations," Part II.)

It happens occasionally that worthy young men and women are obliged to quit school to find employment before they have completed their high school Course. Many of them later find themselves debarred from advancement, because of their lack of a thorough education. Very often, they desire to continue their education, yet cannot afford to do so.

Realizing that the high schools "should in a real sense reflect the major industries of the community" which supports them, and believing that San Francisco employers will co-operate in extending opportunities to gain more efficient industrial service, the following plan and regulations to be known as the "Continuation Plan" are provided:

(a) students who present evidence that they are *actually* and *seriously* employed in an occupation outside of school during a part of the regular school day, but only such, while their school work remains of a satisfactory character, may be allowed to register for a single half-day session in any San Francisco high school, provided that they include not less than eight "Hours," nor more than sixteen "Hours," per Term, in their program; and to such students, upon the completion of one hundred sixty "Hours" of work, according to the provisions of any one of Groups "A," "B," "C," "D," or "E," will be granted a regular diploma and such "Recommendations" to the universities as they may have earned;

(b) students enrolled under the "Continuation Plan" will be given a "MONTHLY REPORT FOR EMPLOYERS";

(c) infringements on school regulations by the recipients, or an unsatisfactory standard of scholarship, or attendance, will warrant a principal in requesting of the Superintendent of Schools that this concession be abrogated.

[Note: The above plan should particularly interest students who have completed a One-Year or a Two-Year "Group." The Board of Education hopes, in the near future, to extend this "Plan."]



Reservation—Because of administrative difficulties, or for any other cause, this Course of Study is subject to restriction by the Board of Education, and shall not be interpreted as a guarantee that facilities will be supplied for following any program a student may choose to submit. At all times, a student's program of work is subject to, and must receive, the approval of the principal of the school in which a student registers.

### **LOCATIONS OF BUILDINGS. NAMES OF PRINCIPALS.**

The Girls High School is located in a fine new building on Scott St. between O'Farrell and Geary Sts. The equipment is first-class. The school day runs from 9 a. m. to 3:15 p. m. with a noon intermission of an hour and a quarter. The Principal is Dr. A. W. Scott.

The High School of Commerce is located temporarily on Sutter St. near Gough, pending the removal of its building to a site at Hayes and Franklin Sts. The school day runs from 9 a. m to 3 p. m. with a noon intermission of an hour. The Principal is Mr. C. H. Murphy.

The Lowell High School has moved this year to a fine, well-equipped, new building on Hayes St. and Masonic Avenue. The school day runs from 9 a. m. to 3 p. m. with a noon intermission of an hour. The Principal is Mr. Frank Morton.

The Mission High School is located in a good, well-equipped building at Eighteenth and Dolores Sts. A large addition for the housing of the mechanical and applied science departments is projected. The school day runs from 8:30 a. m. to 2:00 p. m., with a noon intermission of half an hour. The Principal is Mr. Joseph O'Connor.

The Polytechnic High School is located on H Street near First Avenue. A fine new building, to be thoroughly equipped, is in process of erection. The wing devoted to the industrial department has been completed and is occupied. The school day runs from 9 a. m. to 4 p. m. with a noon intermission of an hour. The Principal is Mr. Jas. E. Addicott.

### **HOME CO-OPERATION.**

The student's school work is his or her most important employment during the years of attendance. Each school needs and greatly desires the earnest co-operation of the home. That this may be secured parents are cordially invited to visit the school which their children attend, and to become acquainted with its plan in general and with the teachers of their children in particular. Reports will be sent to the homes at stated intervals. These reports are important. They should be inspected carefully, be signed and returned promptly by the parent or guardian. Special reports will be sent when advisable, or on request of the home. If the reports are unsatisfactory, the parent or guardian should come at once to the school

and confer with the Principal and teachers. Further information may be had by calling upon Principals or the Superintendent of Schools, City Hall.

### CONCLUSION.

In planning this Course, great care has been taken that students shall do solid work but not that which will overtax their strength or capacity. Also, because the student at the time of entrance is less mature, and his or her vital interest not so fully aroused then as later, fewer electives are allowed in the earlier than in the later years of the Course. The expectation is that the amount of preparation outside of the class-exercise period, necessary to enable a student to carry on his work successfully, will be approximately two hours a day in the First and Second Years, and approximately three hours a day in the Third and Fourth Years. It is thought that this is a moderate requirement for the attainment of good results in school. The effort has been made to adjust both the quantity and the quality of the work in such a fashion as to place emphasis rather upon quality than upon quantity.

In many cases, particularly of students in delicate health, or of those who find unusual difficulty with certain branches of instruction, the time for graduation should be extended one or more Terms. Permission for such extension will be granted on petition to the principal by the student, attested by the parent. Students who have shown unusual aptitude for the work may, with the permission of the principal, meet the requirements for graduation in less than four years' time.

[Notes: The "Classification Chart of Studies" of an individual school may be had by applying to the Principal, or to the Superintendent of Schools.

The "Regulations" to carry into effect the high school Course may be had by applying to Principals, the Superintendent of Schools, or the Secretary of the Board of Education.]

Respectfully,

DR. A. A. D'ANCONA,  
*President Board of Education.*

ALFRED RONCOVIERI,  
*Superintendent of Schools.*

Adopted by the San Francisco High School  
Board of Education, July 2, 1913.

**GROUP "A," TITLE:—"GENERAL."** This Group is designed to give thorough preparation for life, essentially to students not going to college. The Group is assigned to the following schools: Commerce, Girls, Mission, Polytechnic.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half-year	FIRST YEAR			SECOND YEAR		THIRD YEAR		FOURTH YEAR	
		(Prescribed Major)			(Prescribed Major)		(Regular)		(Regular)	
1	4	English—First Year			English—Second Year		English—Third Year		(Prescribed Major) United States History and Civics.	
2	4	(Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in column I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors."			(Elective Major) A Subject in column II for the dept. chosen in first year.		(Elective Major) A Subject, either in Column III for the department chosen in first year or in column I, or III, for a permissible combination. Note: See "The Assignment of Majors."		(Elective Major) A Subject in column II or IV, for the option chosen in third year (regular).	
3	4	(First Minor) Either a Language Subject, departments b-f inclusive, or a Mathematics Subject, (Algebra), department h, in column I.			(First Minor) A Subject in column II for the dept. chosen for the first year.		(Elective W or X) Any Subject under W, or in column III under X.		(Limited Elective) English — Fourth Year A. S. and N. S.: Trigonometry and Algebraic Theory (Half year), or Algebraic Theory (One year). Note: See ** below.	
4	4	(Elective Minor) A Subject in column I for any department which also offers a "Subject" in Column II.			(Elective Minor) A Subject in column II for the dept. chosen in first year.		(Elective X or Z) Any Subject in Column III. Note: See * below.		(Elective X or Z) Any Subject under X or Z. Note: See * below.	
5	4	(Elective) Any Subject in column I.			(Elective) Any Subject under W or Y, or in column III.		(Elective W or X) Any Subject under W, or in column III under X. A. S.: Chemistry.		(Elective) Any Subject.	

\*If the "Elective Major" for same Year is a "Subject" under X or Z, except a First Year, or Second Year "Modern Language," follow the direction for the "Elective" (Study 5) of same year.

\*\*This option must be a continuation of Third Year work in the department of choice, and must be taken with permission for the student who proposes it.

OPTIONAL: This group is designed to give a liberal education, and is assigned to all schools.



**GROUP B. TITLE.—OPTIONAL.** This group is assigned to all schools to college, but who may finally so decide. The Group is assigned to all schools. Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	FIRST YEAR			SECOND YEAR		THIRD YEAR		FOURTH YEAR	
		(Prescribed Major) English—First Year		(Prescribed Major) English—Second Year	(Prescribed Major) English—Second Year		(Prescribed Major) English—Third Year		(Prescribed Major) United States History and Civics.	
1	4	(Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in column I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors."		(Elective Major) A Subject in column II for department chosen in first year.	(Elective Major) A Subject, either in column III for department chosen in first year, or in column I, or III, for a permissible combination. Note: see "The Assignments of Majors."		(Elective Major) A Subject in column II, or IV, for the option chosen in the third year.		(Language Major) A Language Subject in column II, or IV, for the language choice of the third year.	
2	4	(Language Minor) A Language Subject, departments b-f inclusive, in column I. S. S.: Latin for four years. U. S. S.: Latin for two years.		(Language Minor) A Subject in column II for department chosen in first year.	(Elective Language) Either the Language Subject in column III for department chosen in first year, or a Language Subject in column I, or in column III.		(Limited Elective) English—Fourth Year, or Oral Expression, or any other Subject under X or Z.		(Limited Elective) English—Fourth Year and A. S.: Trigonometry and Algebraic Theory (Half year), or Algebraic Theory (one year). Note: see * below.	
3	4	(Mathematics Minor) Algebra—First Year		(Mathematics Minor) Plane Geometry—Second Year	(Elective X) Any Subject in column III under X. A. S. X. S. and Com.: Solid Geometry, and other Trigonometry or Algebraic Theory (half year)		(Elective X or Z) Any Subject under X or Z. Note: If "Elective Major" is X or Z "Subject", then Any Subject.		(Alternative Science). Physics or Chemistry. Note: If otherwise fulfilled, then Any Subject under W or X. A. S.: Physics.	
4	4	(Elective) Any Subject in column I.		(Elective) Any Subject under W or Y.	(Elective) Any Subject under W or Y, or in column III		(Elective) Any Subject.		(Elective W or X) Any Subject under W or X. A. S.: Chemistry. N. S.: Trigonometry and Higher Mathematics.	

\*Permissible for none but those students who elect all options marked A. S.

GROUP "C." TITLE:—"OCCUPATIONAL." This Group is designed to give thorough preparation to students who plan to enter the technical world whether or not through the medium of a college course. This Group is assigned to all schools.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1	4	(Prescribed Major) <b>English—First Year</b>  (Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in columns I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors." A. S.: <b>Shop or Draughting</b> Com.: <b>Business.</b>	(Prescribed Major) <b>English—Second Year</b>  (Elective Major) A Subject in column II for the department chosen in first year.	(Prescribed Major) <b>English—Third Year.</b>  (Elective Major) A Subject, either in column III for the department chosen in first year, or in column I, or column III, for a permissible combination. Note: see "The Assignment of Majors." A. S.: Substitutions advisable in certain schools.	(Constant) <b>English—Fourth Year.</b>  (Prescribed Major) <b>United States History and Civics.</b>
2	4	(Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in columns I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors." A. S.: <b>Shop or Draughting</b> Com.: <b>Business.</b>	(Language Minor) A Subject in column II for the department chosen in first year.	(Elective Language) Either the Subject in column III for the department chosen in first year, or A Language Subject in column I, or in column III. S. S. and U. N. S.: see directions in first year.	(Elective Language) A Subject either in column II, or in column IV, for the department chosen in third year.
3	4	(Language Minor) A Language Subject, departments b-f, inclusive, in column I. S. S.: Latin for four years. U. N. S.: Latin for two years.	(Mathematics Minor) <b>Algebra—First Year.</b>	(Mathematics Constant) <b>Solid Geometry, and either Trigonometry, or Algebraic Theory (half year).</b>	(Elective Major) A Subject in column II, or in column IV, for the option chosen in third year. A. S. & N. S.: Either <b>Algebraic Theory (one year)</b> or <b>Trigonometry (half year)</b> , and either <b>Algebraic Theory (half year)</b> or other <b>Mathematics (half year)</b>
4	4	(Elective) A. S. with "Shop Major"— <b>Drawing—First Year.</b> Com.: <b>General History</b> Others:—Any Subject in column I. Note: see * below.	(Elective) A. S. with "Shop Major"— <b>Drawing—Second Year.</b> Com.: <b>Commercial and Industrial History.</b> Others: <b>Any Subject under W, or X.</b> Note: see * below.	(Constant) A. S.: <b>Chemistry, or Com.: English History and Economics.</b> Others: <b>Any Subject under W, or in column III under X.</b>	(Science Constant) A. S.: <b>Physics</b> Others: <b>Physics, or Chemistry.</b> Note: If otherwise fulfilled, then any Subject under W or X.
5	4	(Elective) A. S. with "Shop Major"— <b>Drawing—First Year.</b> Com.: <b>General History</b> Others:—Any Subject in column I. Note: see * below.	(Elective) A. S. with "Shop Major"— <b>Drawing—Second Year.</b> Com.: <b>Commercial and Industrial History.</b> Others: <b>Any Subject under W, or X.</b> Note: see * below.	(Constant) A. S.: <b>Chemistry, or Com.: English History and Economics.</b> Others: <b>Any Subject under W, or in column III under X.</b>	(Science Constant) A. S.: <b>Physics</b> Others: <b>Physics, or Chemistry.</b> Note: If otherwise fulfilled, then any Subject under W or X.

\*Students in Polytechnic, A. S. classification, who elect the "Shop Major" may substitute: (1) for Study 5 in the Second Year, the first half of **Drawing—Second Year** and **Elementary Physics**; (2) for the **Mathematics**, **Algebraic Theory**. This group is designed primarily to give



**GROUP "D." TITLE:—"COLLEGE OF SCIENCE PREPARATORY."** This Group is designed primarily to give thorough preparation to students desiring to take a university course in the scientific "colleges," but, by observing certain indicated variations, it may be used in preparing for a university course in other "colleges" (not "Letters"). The Group is designed to Lowell and Mission.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1	4	(Prescribed Major) English—First Year	(Prescribed Major) English—Second Year	(Prescribed Major) English—Third Year	(Constant) English—Fourth Year
2	4	(Language Major) Latin—First Year	(Language Major) Latin—Second Year	(Language Major) A Language Subject, departments b-f inclusive in columns I, or III. S. S.: Latin—Third Year Note:—Group "C" students changing take Latin—First Year	(Language Major) A Subject in column II, or IV, for the "Language," department chosen in the third year.
3	4	(Mathematics Minor) Algebra—First Year	(Mathematics Minor) Plane Geometry—Second Year	(Advanced Minor) Solid Geometry and Algebraic Theory (half year), or Solid Geometry and Trigonometry S. S.: May substitute any Subject in column III under X	(Advanced Minor) Trigonometry and Algebraic Theory (half year), or Algebraic Theory (one year) S. S. & Com.: May substitute any Subject under X
4	4	(Elective) Any Subject in column I A. S.: Drawing—First Year Com.: *Physical Geography. Note: see * below	(Elective) Any Subject under W or Y A. S.: Drawing—Second Year Com.: *Industrial and Commercial History. Note: see * below	(Elective W or X) Any Subject under W, or in column III under X A. S.: Chemistry Com.: *English History and Economics. Note: see * below	(Prescribed Major) United States History and Civics
5	4	(Elective W) Any Subject in column I under W Com.: *General History	(Elective W) Any Subject under W	(Elective) Any Subject under W or Y, or in column III	(Science Constant) Physics, or Chemistry A. S.: Physics Note: If otherwise fulfilled, then any Subject under W or X

\*Advisable for "College of Commerce," but not essential.

**GROUP "E." TITLE:—"INCLUSIVE COLLEGE PREPARATORY."** This Group is designed primarily to give thorough preparation to students desiring to enter the "College of Social Sciences," but, by observing certain indicated variations, it may be used in preparing for the "College of Letters," or for a university course in any of the other "colleges." The Group is assigned to Girls, Lowell and Mission.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1	4	(Prescribed Major) <b>English—First Year</b>	(Prescribed Major) <b>English—Second Year</b>	(Prescribed Major) <b>English—Third Year</b>	(Constant) <b>English—Fourth Year</b>
2	4	(Latin Major) <b>Latin—First Year</b>	(Latin Major) <b>Latin—Second Year</b>	(Latin Major) <b>Latin—Third Year</b>	(Latin Major) <b>Latin—Fourth Year</b>
3	4	(Mathematics Minor) <b>Algebra—First Year</b>	(Mathematics Minor) <b>Plane Geometry—Second Year</b>	(Elective W or X) Any Subject under W, or in column III under X. A. S., N. S. and Com.: Solid Geometry and either Trigonometry or Algebraic Theory (half year) L.: Greek—Second Year, or Greek—First Year	(Prescribed Major) United States History and Civics
4	4	(Elective) Any Subject in column I A. S.: Drawing—First Year Com.: *Physical Geography Note: see * below	(Elective) Any Subject under W or Y A. S.: Drawing—Second Year Com.: *Industrial and Commercial History Note: see * below	(Elective W or X) Any Subject under W, or column III under X A. S.: Chemistry Com.: *English History and Economics Note: see * below	(Science Constant) Physics, or Chemistry A. S.: Physics Note: If otherwise fulfilled, then any Subject under W or X
5	4	(Elective W) Any Subject in column I under W Com.: *General History	(Elective W) Any Subject under W L.: Greek—First Year	(Elective) Any Subject under W or Y or in column III under X	(Elective W or X) Any Subject under W or X A. S. and N. S.: Trigonometry and Algebraic Theory (half year) or Algebraic Theory (one year) L.: Greek—Second Year, or Greek—Third Year

\*Advisable for "College of Commerce," but not essential.

# GROUP "F." TITLE:—"TWO-YEAR COMMERCIAL-INDUSTRIAL."

This Group is designed to give intensive preparation for commercial or industrial pursuits to a student who can stay in high school two years only. The Group is assigned to Commerce, Mission and Polytechnic.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	FIRST YEAR	SECOND YEAR
1	4	(Prescribed Major) English—First Year	(Prescribed Major) English—Second Year
2	4	(Elective Major) Bookkeeping and Arithmetic—First Year or Shop Work—First Year or Domestic Science—First Year	(Elective Major) The Subject in column II for department chosen in first year
3	4	(First Minor) Either a Language Subject, departments b-f, inclusive, in column I, or a Mathematics Subject (Algebra), department h, in column I	(First Minor) A Subject in column II for department chosen in first year
4	4	(Elective Minor) Stenography and Typewriting—First Year or Drawing—First Year or Domestic Science—First Year, not otherwise chosen	(Elective Minor) The Subject in column II for department chosen in first year
5	4	(Elective) Any Subject in column I; not otherwise chosen	(Elective) Any Subject under W or Y; not otherwise chosen

GROUP "G." TITLE:—"ONE-YEAR COMMERCIAL-INDUSTRIAL." This Group is designed to give intensive preparation for industrial or commercial pursuits to a student who can stay in high school one year only. The Group is assigned to Commerce, Mission and Polytechnic. Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per half year	FIRST YEAR
1	4	(Prescribed Major) English—First Year
2	4	(Elective Major) Bookkeeping and Arithmetic—First Year or Shop Work—First Year or Domestic Science—First Year
3	4	(First Minor) Either a Language Subject, departments b-f, inclusive, in column I, or a Mathematical Subject (Algebra), department h, in column I
4	4	(Elective Minor) Stenography and Typewriting—First Year or Drawing—First Year or Domestic Science—First Year; not otherwise chosen
5	4	(Elective) Any Subject in column I; not otherwise chosen

## NOTES FOR CLASSIFICATION CHARTS OF STUDIES.

Choice of "Subjects" is limited by the natural sequence of the work. This restriction should be taken into consideration in selecting "Subjects" in columns II, III, IV under Y and Z.

Two "Language Subjects" may not be taken in the First Year. Comments enclosed in parentheses ( ) are explanatory.

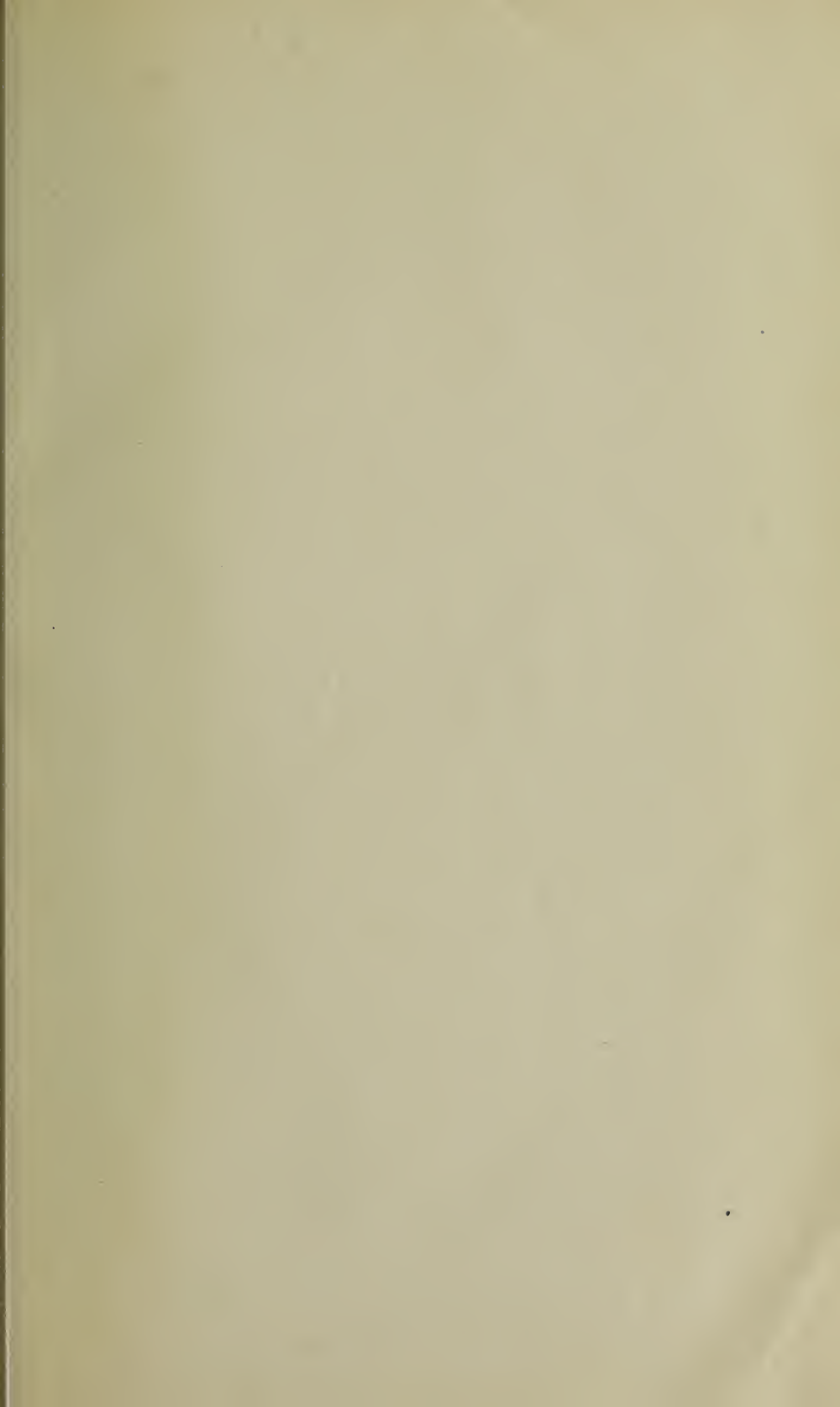
A "Subject" enclosed in parentheses ( ) rightfully belongs in another "Department," but may be included as part of a "Major," or "Minor," in "Departments" under which it is thus printed.

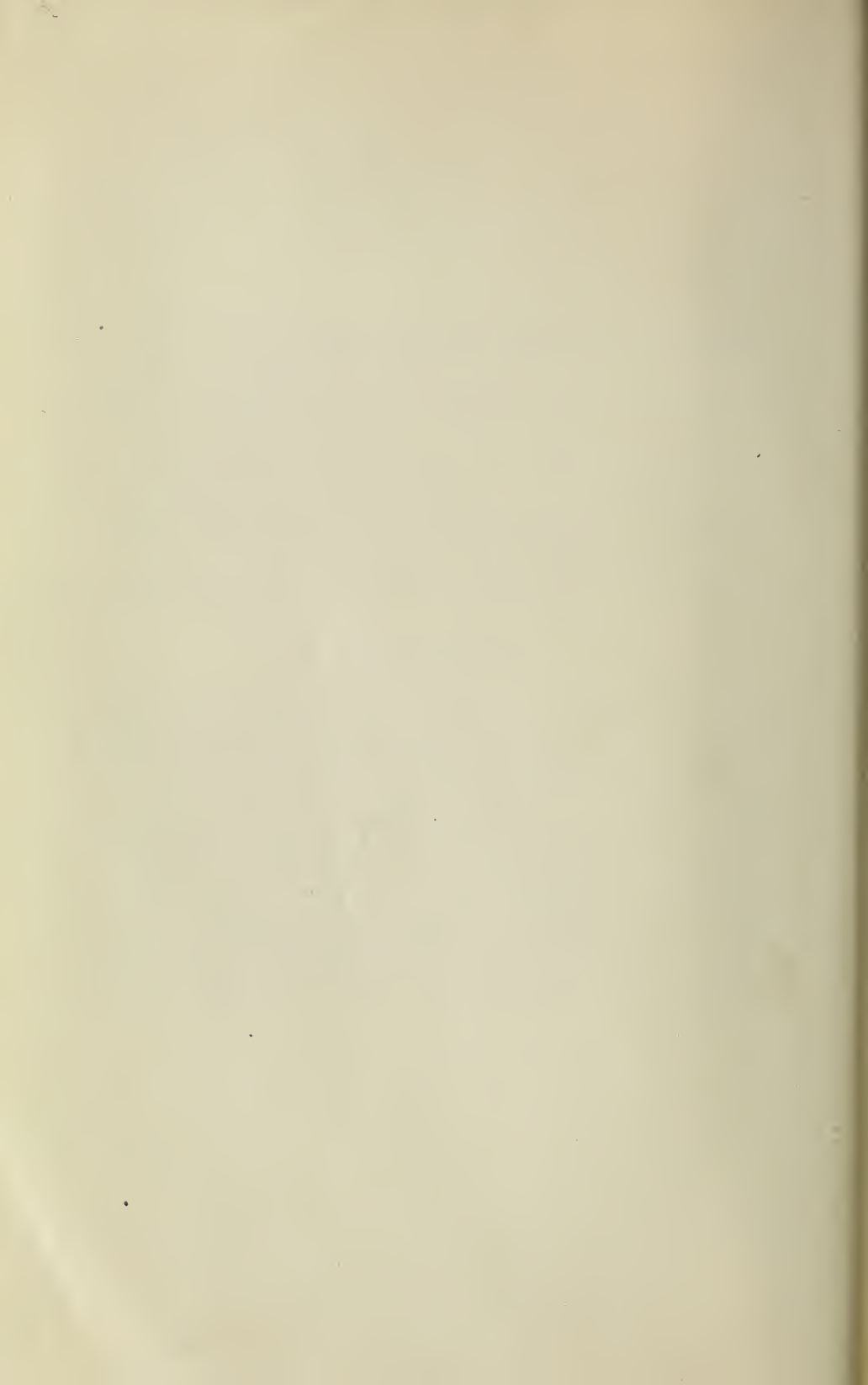
"Subjects" of a "Department" joined by a single brace } are parts of a unity and cannot be separated.

## POSTPONEMENT.

The delays incident to the securing of thoroughly competent teachers and to the providing of efficient equipment will necessitate the postponement of the introduction of certain of the work scheduled under the "Classification Charts of Studies" following:

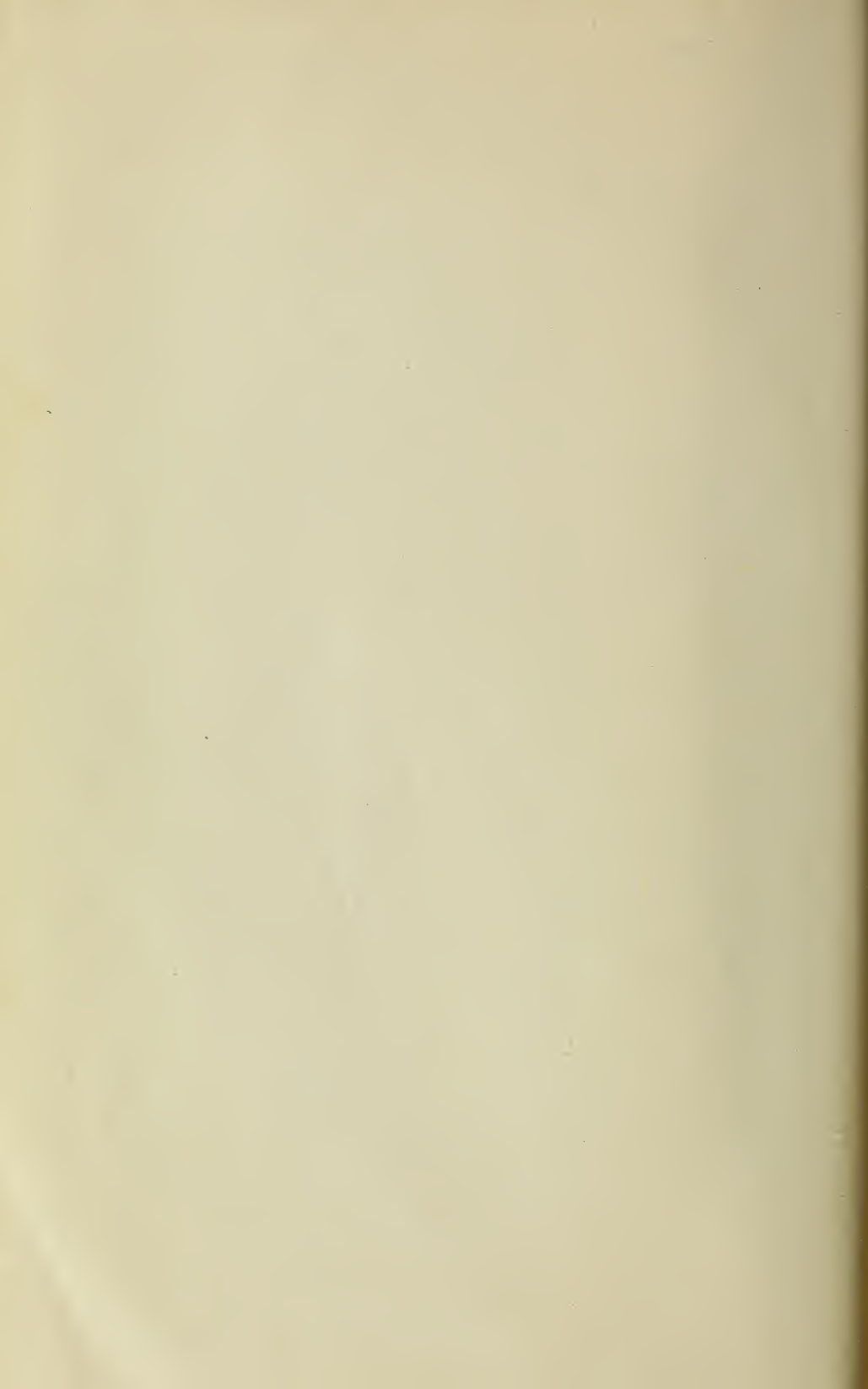
Foundry work (m), Applied Sciences (o), Cooking (p-ii), Chemistry Division of Domestic Science (p-i), except for the beginnings in Polytechnic High School; Home Division of Domestic Sciences (p-iii), Sewing (p-iv) Column III and Column IV "Subjects" in Girls High School, the "Subjects" in Columns II, III, and IV for Applied Arts (q) in Girls High School and in Mission High School, Stenography and Typewriting (s) in Girls High School, Oral Expression (t), Physical Education (u), except in Lowell High School. These "Subjects" will be first introduced in January, 1914.













Department of Education

CITY AND COUNTY OF SAN FRANCISCO

STATE OF CALIFORNIA

---

COURSE OF STUDY

FOR THE

SAN FRANCISCO HIGH SCHOOLS

---

PART II—To High School Principals and Teachers

---

July, 1913



Department of Education

CITY AND COUNTY OF SAN FRANCISCO

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COURSE OF STUDY

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SAN FRANCISCO HIGH SCHOOLS

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PART II—To High School Principals and Teachers

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July, 1913



## SAN FRANCISCO SCHOOL DEPARTMENT.

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May

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To High School Principals and Teachers:

### INTRODUCTION.

A new "Course of Study" and accompanying "Regulations" for the high schools is herewith presented, *to go into effect at the beginning of the Fall Term, 1913*. The main features of the Course are believed to be in harmony with modern high-school development, but only a thorough test of it in operation will enable the Board to determine finally upon the nature of the results attained under it. You are therefore urged and directed to give the Course of Study a fair and full trial, to examine into its working efficiency at the end of the school-year and then to make whatever recommendations will lead to improvement in it.

As nearly as established conditions permit, the Course is designed to realize the conception of a "Cosmopolitan" or "Inclusive" High School so successful elsewhere. It is founded, accordingly, on the basic assumption that the high schools of San Francisco are co-ordinate—that *they are*, in fact, *one*. Its objects, in brief, are: (1) to standardize the work in the day high schools; (2) to enable a student more fully than heretofore "to test his capacity in a fairly large number of relatively diverse kinds of work", and, hence, to attract and hold students who will not go beyond high school, as well as those who may go or will go further with their education. In order that these objects may be secured in so far as possible, important new elements have been introduced into the curriculum; and, that possible abuses of privilege may be checked, principals (and teachers designated by them) have been vested with authority to regulate students' proposed programs of study.



## DEFINITIONS.

(a) *Group*. "Group" is the expression used to designate a particular section of the main Course, planned to fit varying aims, ambitions, and life-objects. There are seven such Groups, labeled "A" to "G," inclusive.

(b) *Major*. "Major" is the expression used to designate general subject-matter in which a student specializes, and to which he must devote four consecutive years of work.

(c) *Minor*. "Minor" is the expression used to designate general subject-matter in which a student must accomplish two consecutive years of work.

(d) *Department*. "Department" is the expression used to designate general subject-matter which is unified in character, or is classed as such because of inherent interrelation between the parts. Usually, continuity and expansion in knowledge are implied in progress from the introduction to the conclusion of the work of a Department.

(e) *Hour*. "Hour" is the expression used to designate one class-exercise period per week for a half year in subject-matter which requires preparation outside of the scheduled periods of instruction. For work not requiring the preparation just stated, the number of periods of classroom or laboratory exercise must be doubled to be allowed full "Hour" value. (See also "Regulations" under "Operation Plan," page 18).

[Note: To express high school "Hours" in terms of matriculation "Units" (University of California Entrance Requirements), multiply by three-eighths, i. e., eight high school "Hours" equal three matriculation "Units."]

(f) *Subject*. "Subject" is the expression used to designate two terms' work, not necessarily consecutive, in any branch of instruction. The value of a "Subject" is eight "Hours"; fractional "Subjects" shall be evaluated in proportion to "Hours."

(g) *Advanced*. "Advanced" is the expression used to designate "Subjects" normally assigned to the Third and Fourth Years of the high school course, and which require an intensive application not contemplated in "Subjects" assigned to the First and Second Years of high school.

(h) *Elective*. "Elective" is the expression used to designate "Subjects" in relation to which the student is allowed partial or complete freedom of choice, as bounded by the provisions of the Group adopted.

(i) *Prescribed*. "Prescribed" is the expression used to designate "Subjects" which the student must take.

(j) *Regular Student*. "Regular Student" is the expression used to designate one who, following the program of any Group, pursues work equivalent to the minimum required for graduation. Repeated work may be included in this minimum.

(k) *Restricted Status Student.* "Restricted Status Student" is the expression used to designate one who is not a "Regular Student."

(1) *Registry School.* "Registry School" is the expression used to designate the school which is responsible for a student's records in scholarship, conduct and attendance.

### UNIFORM PROGRAM OF STUDY FOR FOUR-YEAR REGULAR STUDENTS.

Subject Number	Distribution of Work	Years	Hours	"Advanced" Hours
1	Prescribed Major—English— and United States History and Civics	3 1	24 8	8 8
2	Elective Major—four "Subjects" in any single "Department"	4	32	0 to 16
3	Alternative Language or Mathematics Minor	2	16	0
4	Elective Minor—two "Subjects" in any single "Department"	2	16	0
5	Electives—eight "Subjects"		64	8 to 24
Totals for "Program of Study"....		4	160	40

A sufficient number of "Advanced Hours" must be included among the "Electives" to make a total of forty "Hours" for all "Advanced Subjects."

### GRADUATION REQUIREMENTS.

(See also "Regulations," Page 19.)

#### 1. *Four-Year Course.* Groups "A," "B," "C," "D" and "E.")

Every student who has attained a satisfactory record, both in scholarship and conduct, such as to earn credit for one hundred sixty "Hours" of work (the equivalent of twenty class-exercise periods per week for four years) distributed according to the valuations in the "Program of Study" above, will be awarded a Diploma of Graduation from the San Francisco High Schools.

#### 2. *Two-Year Course.* (Group "F").

Eighty "Hours" of work (the equivalent of twenty class-exercise periods a week for two years), subject to the conditions of this "Group," are required for the Certificate of Proficiency from the Two Year Course.

#### 3. *One-Year Course.* (Group "G").

Forty "Hours" of work, subject to the conditions of this Group, are required for the Certificate of Proficiency from the One-Year Course.

*Synopsis of "Program of Study" for "Regular" Four-Year Students.*

(1) The number of elective "Subjects" is fourteen out of twenty. Freedom of election may be partially limited by the choice of "Group"; also, a "Major" and a "Minor" must be provided for.

(2) Of the remaining six "Subjects," four are prescribed, and two must be chosen from either a Language (other than English) or Mathematics.

(3) Five "Advanced Subjects" are required.

**CRITICAL ANALYSIS OF "PROGRAM OF STUDY."**

(1) The "Prescribed Major" is a combination of English, to be studied for at least three years, and United States History and Civics in the Fourth Year. "There is at the present time almost unanimous agreement among high school and college authorities that three or four (years) of English should be required of all. . . . "Every high school student should be given a practical knowledge of affairs in his own community . . . of the basic principles of state and national politics." (N. E. A. Report 1911).

(2) The "Elective Major" provides an opportunity for the student to specialize at will. It is assumed that students entering high school have a serious motive. *Proficiency* in this "age of specialization" can be attained only by intensive foundational study, and it is thought that four consecutive years of application along a main line, under the direction of skilled teachers, should result in the acquisition of thorough knowledge and practical training on the part of the student.

(3) The "Alternative Language or Mathematics Minor" fixes a choice between the two "Subjects" which are most frequently needed to re-enforce an "Elective Major." While the majority of students will elect both of these "Subjects," some students seem to lack the faculty of grasping one, although they acquire the other readily. The concession of this "Minor" is a distinct, liberal departure from conventional high school programs.

(4) The "Elective Minor" permits a student to choose a "Department" intimately related to his "Elective Major" and essential to complete equipment in the latter. In selecting this "Minor" the guidance and advice of the principal should be sought.

(5) The "Electives" permit a student to choose such "Subjects" as will complete other "Majors"; or enable him to gain intensive knowledge of two allied branches of work; or allow him to increase his specialized qualifications in any province of instruction. This is a margin to be used for any "kind of work that the best interests of the student appear to require." That the "Subjects" should be left unspecified "appears to be vital to the progressive development of secondary education."

## THE GROUPS.

The "Program of Studies" has been arranged in five four-year "Groups," labeled "A" to "E" inclusive, each one of which meets fully the "Graduation Requirements," above-stated. In addition, a Two-Year Group and a One-Year Group have been provided.

The Groups are guides only. "A" is the most elastic Group of the series, i. e. in it the "Electives" are the more free than in any other Group. The others are mere variations, or particular adaptations, of "A"; hence, it is treated herein in advance of the rest.

- (1) **Group "A":**—(See page 24).

### **TITLE:—"GENERAL".**

Purpose:—This "Group" is designed to allow a student to test his capabilities in manifold directions, and to inspire him with the desire for education beyond high school. Its provisions open the doors to wide, yet thorough trial of the branches of instruction offered by our high schools. Every restriction upon, and bar to, the student in the form of *arbitrary exactions* has been removed. At the same time, the prescription of forty "Hours," at least, of "Advanced Subjects" imposes a restraint upon superficiality and waste of time. Under the provisions of Group "A" a student is permitted to turn in a different direction from that originally intended, without loss of time or standing, in accordance with newer life-plans, late in the Course.

- (2) **Group "B":**—(See page 25).

### **TITLE:—"OPTIONAL."**

Purpose:—This Group is designed to allow much freedom to a student before he need ultimately conclude whether to extend his formal education beyond high school, or not to do so.

- (3) **Group "C":**—(See page 26).

### **TITLE:—"OCCUPATIONAL."**

Purpose:—This Group is designed to afford thorough preliminary instruction and drill to a student desiring a technical, scientific, or commercial education.

- (4) **Group "D":**—(See page 27).

### **TITLE:—"COLLEGE OF SCIENCE PREPARATORY."**

Purpose:—This Group is designed to afford thorough pre-collegiate instruction to a student desiring to obtain the Degree of "Bachelor of Science."



(5) **Group "E":**—(See page 28).

**TITLE:—"INCLUSIVE COLLEGE PREPARATORY."**

Purpose:—This Group is designed to afford thorough pre-collegiate instruction to a student desiring to obtain any "Bachelor's Degree" among those conferred by a university. The student may defer the selection of such Degree until the end of his second year in a university without loss.

(6) **Group "F":**—(See page 29).

**TITLE:—"TWO-YEAR COMMERCIAL-INDUSTRIAL."**

Purpose:—This Group is designed to allow intensive preparation to a student who can stay in high school two years only. It connects, however, with the Third Year and Fourth Year work of Groups "A," "B," "C" and "D," and in some cases, of Group "E."

(7) **Group "G":**—(See page 29).

**TITLE:—"ONE-YEAR COMMERCIAL-INDUSTRIAL."**

Purpose:—This Group is designed to allow intensive preparation to a student who can stay in high school one year only. It connects, however, with the Second Year work of Groups "A," "B," "C," "D," "F" and in some cases, of Group "E."

**ASSIGNMENT OF GROUPS TO SCHOOLS.**

The assignment is:

Commerce—"A," "B," "C," "F" and "G";

Girls—"A," "B," "C" and "E";

Lowell—"B," "C," "D" and "E";

Mission—"A," "B," "C," "D," "E," "F" and "G";

Polytechnic—"A," "B," "C," "F" and "G."

It is thus seen that Groups "B" and "C" are to be found in all schools.

**CHANGES FROM GROUP TO GROUP.**

The original selection of a Group is not necessarily final, but may be provisional only. Students may change from Group to Group, with the approval of the Principal, as follows:

(a) from any Group at any time to any other one of which the letter-symbol comes *nearer* the head of the alphabet. (Thus, a student who follows any one of Groups "B," "C," "D," "E," can graduate under the terms of "A," or change to "A" from any one of them at any time; a student who follows "C," "D" or "E," can change at any time to "A" or "B"; and so on).

(b) from Group "A" to Groups "B," "C" or "D," from Group "B" to Groups "C" or "D," from "C" to "D," or from "D" to "E," at the end of the First and Second Years; from "B" to "C" at the end of the Third Year;



(c) other changes are possible, if certain distinctive features of a Group have been observed, but such possible changes cannot be guaranteed.

### ASSIGNMENT OF ELECTIVE MAJORS TO SCHOOLS.

The "Elective Majors" are assigned to schools, as follows:

- (1) Latin—Girls, Lowell, Mission;
- (2) Greek—Lowell;
- (3) French—Commerce, Girls, Mission, Polytechnic;
- (4) German—Commerce, Girls, Mission, Polytechnic;
- (5) Spanish—Commerce, Polytechnic;
- (6) History—Girls, Lowell, Mission;
- (7) Commercial History—Commerce;
- (8) Mathematics—Girls (in combination with Science), Lowell, Mission, Polytechnic;
- (9) Natural Science—Girls, Lowell, Mission, Polytechnic;
- (10) Fine Arts—Girls, Lowell;
- (11) Drafting—Mission, Polytechnic;
- (12) Mechanical Arts—Polytechnic;
- (13) Applied Mathematics—Mission, Polytechnic;
- (14) Industrial Chemistry—Mission, Polytechnic;
- (15) Domestic Science, Sewing and Cooking—Girls, Mission, Polytechnic;
- (16) Applied Arts—Girls, Mission, Polytechnic;
- (17) Bookkeeping—Commerce, Mission (in combination with Stenography);
- (18) Stenography and Typewriting—Commerce, Mission (in combination with Bookkeeping).

**Note.**—A "Major" in Mechanical Arts must be accompanied by a "Minor" in Drafting.

### ELECTIVE MAJOR COMBINATIONS.

An "Elective Major" *may also be formed* by combining either two "Foundational Subjects" from each of two "Departments," or three "Subjects" of one "Department" and an "Advanced Subject" from another, provided that the same be confined to certain closely related among the "Electives" to make a total of forty "Hours" for all "Departments," viz.,

- (1) Language (other than English);
- (2) History and Oral Expression (Music and Oral Expression);
- (3) Mathematics and Sciences;
- (4) Fine Arts, Drafting and Applied Arts;
- (5) Bookkeeping and Stenography;
- (6) Domestic Science, Sewing and Cooking;
- (7) Natural Science and Science Division of Domestic Science;
- (8) Applied Arts and Home Division of Domestic Sciences.

## **ASSIGNMENT OF MINORS.**

"Minors" may be taken in any school, either directly or through the "Interlocking System Among Schools." (See page 11).

### **PROVISOS.**

(1) A prescribed "Subject," or "Minor," included by a student in his "Elective Major," must be replaced by a "Subject," or "Minor," of equal value, to fulfill the Graduation Requirements.

(2) Two "Language Subjects," other than a combination with English, can not be taken simultaneously by students registered in the First Year, nor will students registered in the Second Year be allowed to undertake then for the first time the study of a Modern Language, unless by special permission of the Principal to students whose work in the First Year has shown marked ability in "Language Subjects."

### **POSTPONEMENT.**

Note.—For certain necessary postponements, see the "Notes" preceding the "Classification Charts of Studies" inserted at the end of this pamphlet.

## **INTERCHANGES OF MINORS AND THE ELECTIVE MAJOR.**

After the First Year, a "Minor" may be transformed into an "Elective Major" and the "Major" thereupon become a "Minor," in cases in which the exchange is made in "Departments" offering "Subjects" for four consecutive years. It is hoped that thus the student will be able to "find himself" with greater certainty in his work.

## **CLASSIFICATION CHARTS OF STUDIES (See inserts at back of Pamphlet).**

The table called the "Classification Charts of Studies" is divided into four columns, I, II, III, IV, agreeing respectively with the First, Second, Third and Fourth Years of the established high school course. Except on approval of the principal, "Subjects" cannot be had by regular students until they are registered in the year corresponding to the columns in which the "Subjects" are entered. The division into sections W, X, Y, Z, is made to distinguish the character and scope of "Subjects." Under the W section are placed the "Foundational Subjects" of the First and Second Years (columns I and II), which are standardized, and accepted for admission without examination by the University of California (Matriculation Subjects 1-3, 6, 8, 10, 12c-g, 13a, 15a2, 15b2, 15c2, 16, 17). Under the X section are placed the "Advanced Subjects" of the Third and Fourth Years (columns III and IV), which are

standardized, and so classified, by the University of California (Matriculation Subjects 4, 5, 7, 9, 11, 12a-b, 13b, 14, 15a3-a4, 15b3-b4, 15c3-c4). All other "Subjects" are placed under sections Y and Z: Y corresponding in nature and scope to W, Z corresponding in nature and scope to X.

## **"INTERLOCKING SYSTEM AMONG SCHOOLS."**

(See also "Regulations," Page 21.)

To enable a student, as far as possible, to gain instruction in a "Subject" *not offered* in that school in which he is registered, and *offered* in another, it is provided that:

(1) a student will be allowed to take in that school offering it, any "Subject" (*not a "Major"*) not given in the school in which he is registered, whenever, in the judgment of the principals of the two schools concerned, such permission is advisable [Note: The student must register in a school actually teaching the desired "Major," such school to be his Registry School]:

(2) if he has no deficiencies, a student may register simultaneously for a half-day session in each of two separate schools ("Double Registration"), whenever the school schedules permit;

(3) for work accomplished under this "System," a student shall be allowed full credit toward graduation in the Registry School.

*Direction.* Principals will encourage the "Interlocking System" by scheduling periods of work to fit it, whenever feasible. (See "Classification Charts of Studies.")

### **Choice of Group and Major.**

[Note: The following "Suggestions" are primarily intended for students, but may prove of value to principals and teachers.]

Suggestions, necessarily brief, concerning the preparation afforded by the "Groups" and possible "Majors" may be of value to the individual in settling upon his Course of Study. The directions for students looking forward to a University career are presented first, not because there is any guarantee that the particular student will actually go to college, but because such suggestions *will prove of equal value to students whose formal education must end with the high school Course.*

### **"Recommendation."**

Graduates of any four-year Group, whose work is of such high quality as to warrant the belief that they will maintain a good record in a higher institution of learning will be enabled to enter without examination the University of California, and likewise Leland Stanford Junior University, and the State Normal Schools, upon the certification of the principal of the school from which graduated. Graduation alone does not entitle a student to "Recommendation."

## “College.”

College students who had merely browsed while they were in high school, will probably find themselves hampered in their new work by realizing that they must satisfy a *specified* set of preliminary requirements before they will be allowed to enter their chosen field of specialization (“Major”). It is these restrictions upon students *after* they have entered a University, and not alone the admission regulations, that must be weighed during their high school course by those planning to enter the higher institutions.

The University of California has carefully organized such restrictions into University Groups, called “Colleges,” and sets a definite time for meeting the classified prescriptions, according to the “Junior Certificate Plan.” Normally, *two* years of university work must be completed before the “Junior Certificate” can be obtained; likewise, *after* the “Junior Certificate” has been secured, *two* years *more* of University work must be completed before the “Bachelor’s Degree” can be obtained. It is obvious that any delay in meeting these restrictions will cause delay in getting the “Junior Certificate” and, hence, delay in obtaining a Degree.

Since many of the university conditions imposed on Majors can be overcome in high school *only*, no corresponding work being offered in the Universities, our high school Groups “C,” “D,” and “E,” are framed to satisfy the prescriptions of the Junior Certificate, as is also the narrow Fourth Year option of Group “B.” Again, many of these obligations can be discharged in university or high school alike, but *must* be fulfilled. Experience indicates that to fulfill them in high school, thus saving university time for university work, will lead to better university results. The debatable question for each individual to settle for himself is: Does he prefer to postpone restrictions to the university years and take “Electives” in high school, or to do the reverse? Our belief is that, with the personal attention and comparatively small classes in high school, one is much more likely to accomplish satisfactory results in removing these prescriptions by work in high school than in the university.

If this advice is unwelcome, the student has still the privilege of following high school Group “A,” or the broad Fourth Year option of Group “B,” and, assuming that he enters college, therein contending afterward with the restrictions imposed in both Universities upon the chosen “Major.”

To aid the prospective university student in escaping these restrictions, the following summary of University of California “Majors” (Bulletin: “Circular of Information,” August, 1912), is submitted:



# PREPARATION FOR. OR SPECIALIZATION IN.

Occupation, or "Major"	which requires the fulfillment of restrictions for what we may call the University "College" of	Mark for options, on "Classification Charts of Studies."
Engineering Industrial Chemistry Manufacturing Chemistry Irrigation Mining Electricity Foods Animal Industries Agriculture Forestry, etc. Architecture	} Applied Sciences	A. S.
Insurance Actuary Accounting Business Management Corporations, etc.	} Commerce	Com.
Sciences, such as Astronomy Physics Chemistry Geology Mathematics	} Limited Natural Sciences	L. N. S. and N. S.
Greek All Languages History Philosophy Mathematics All Natural Sciences All other Subjects, except Applied Sciences	} Letters	L.
All Languages, except Greek History Economics Philosophy All Natural Sciences All other Subjects, except Applied Sciences	} Social Sciences and Unlimited Natural Sciences	S. S. and U. N. S.



Occupation, or "Major"	which requires the fulfillment of restrictions for what we may call the University "College" of	Mark for options, on "Classification Charts of Studies."
Law	Unlimited Natural Sciences Social Sciences and Letters	U. N. S., S. S., and L.
Medicine	Letters, Social Sciences and Unlimited Natural Sciences	L; S. S., and U. N. S.

*Selection of High School Group for "A. S.," "Com.," or "L. N. S."*

Group "C," with the indicated options prescribed throughout, fully prepares for A. S., Com., and L. N. S.

*Selection of High School Groups for U. N. S. or S. S.*

Wherever the desired University Major may be provided for under either U. N. S. or S. S., the student has an option between two high school Groups. If he decides in favor of U. N. S., he should elect Group "D," without variation. For S. S. he groups on "E," without variation. Hence, the differences between the requirements for U. N. S. and S. S. are indicated by the distinctive features of Groups "D" and "E." Group "D," used in preparing for U. N. S., demands:

- (a) four years of high school Mathematics;
- (b) two years of high school Latin, and meets fully all requirements of U. N. S. in these two "Subjects."

Group "E" used in preparing for S. S., demands:

- (a) two years of high school Mathematics;
- (b) four years of high school Latin, and meets fully all requirements of S. S. in these two "Subjects."

If the student prefers Latin to Mathematics, he should choose S. S., and Group "E." If he prefers Mathematics to Latin, he should choose U. N. S. and Group "D."

*Selection of High School Group by students preparing for "E."*

Students whose "College" is Letters follow Group "E" with options marked L. No other arrangement prepares for this "College."

*Selection of High School Group with the object of deferring the final selection of the University Major until after enrollment in the University.*

We call special attention to the fact that the requirements of several "Colleges" can be met by the same individual if he follows

either high school Group "D" or Group "E," and observes the variations marked A. S. and Com., of which A. S. should be given the preference when in conflict with Com." In other words, Group "D," with the A. S. and Com. options chosen as just noted, meets all requirements for A. S., Com., U. N. S., L. N. S. and, with the limitation that two years of high school Latin are postponed to the University Course, S. S. as well; while Group "E," with A. S. and Com. options similarly chosen, fulfills the requirements for S. S., U. N. S., L. N. S., A. S. and Com.

*Selection of High School Group by students hoping for a University Course later, but not able to realize that ambition immediately.*

The necessity of "paying one's way" often makes it advisable to postpone until after university admission whatever part of the required work for a given "College" may be performed either in high school or university, in order that the options and electives so gained may be applied to ends of financial improvement. Those having to face a situation of that kind may prepare either for U. N. S. or S. S. by following Group "D," and at the same time find remunerative employment by taking advantage of all options and electives of that Group for "Subjects" of a directly practical kind. A still better plan for them is to register under Group "C," selecting for their 'Elective Major,' subject-matter which they believe will enhance their earning capacity, and choosing the options for the "College" they would enter. This can be done by gaining permission for "Double School Registration" for two years (as hereinbefore provided), and by including a high school in which Latin may be had, as one Registry School during that time. To adopt this measure means that some required work has been deferred until entrance into a university, and thus "Electives" in high school have been gained at the expense of "Electives" in the university. In both cases, the total of "Electives" and of "Required Subjects" is identical.

*Selection of High School Group by students who doubt the possibility of gaining a University Education, but wish to safeguard such prospect.*

Those whose prospects of attending a university are uncertain, should determine upon their hoped-for "College," and register under either Group "C" or Group "B," observing the *essential* variations indicated for the respective "Colleges." If a University Course is a *probability*, but immediate fitness for some gainful occupation is a necessity, follow Group "C." If the University Course is merely a *possibility*, perhaps dependent on future circumstances and one's efforts, but immediate fitness for some remunerative form of employment is a necessity, follow Group "B," which, in the

Fourth Year in high school can be turned either toward or away from college matriculation. Others who cannot give the emphasis to university preparation, set forth in the suggestions already offered herein, may safeguard themselves against university *restrictions* impossible of fulfillment in the first two years of their University Course, by taking Group "B" for the First Year and Second Year in high school, changing to Group "A" in the Third Year and Fourth Year, but including under "A" of the latter years either Physics or Chemistry, and two "Subjects" chosen at will either from Languages (other than English) or from Natural Sciences not otherwise prescribed. Students whose "College" would be either S. S. or U. N. S. *must* choose Latin for their "Language Minor" under Group "B," because this part of Latin cannot be taken in the university. Students whose "College" would be A. S. will find it no hardship to take the necessary options marked "A. S." in all Groups, because their selection of that "College" indicates that their high school course will look toward an occupation to which those "Subjects" will prove *essential*, with or without a university training. The *disadvantages* of this minimum preparation to one who afterward enters a university are twofold. First, a student so prepared will be obliged, during the First Year and Second Year of his University Course, to take "Subjects" he might have studied to greater advantage in high school; hence, much of his efforts during those two years will have to be devoted to such "Subjects" instead of to true "University Subjects." Second, he will be obliged to take two Languages (other than English) in one of those years, unless he has taken four full "Language Subjects" in high school. On the other hand, it is some compensation that such a student will be able to gain the "Junior Certificate" at the end of two years after admission to a university.

#### *Majors in Leland Stanford Junior University.*

The requirements for "Majors" in Stanford University are sometimes not so inclusive as in the University of California. They are never more numerous in Stanford University. Hence, what satisfies the University of California will meet fully the Stanford requirements. The formulation of Groups for Stanford University, as above for the University of California, would require the specification of as many Groups as there are possible "Majors" in Stanford. If any student desires to prepare for a specific "Major" in Stanford University, he should consult the Principal, or the Superintendent's staff, and will be assisted to frame a program.

#### **The Utility of Group "A."**

All students are asked to remember that those who follow high school Group "A" are *not* barred from a University Course. This Group is *not* recommended for prospective university students because it does *not guard* against restrictions on the chosen University



"Major," as do the other Groups, and the extent of requirements in which the student would find himself deficient is problematical and dependent solely upon the "Subjects" he chanced to elect in high school. Yet Group "A" affords an all-round school experience that should be as advantageous in college as anywhere else.

[Note: Certain further ideas labeled "Hints for Selection of Major" are contained in the companion circular addressed to "Patrons, Parents and Students," which see.]

**Continuation Plan.** (See also "Regulations," Page 22.)

It happens occasionally that worthy young men and women are obliged to quit school to find employment before they have completed their high school Course. Many of them later find themselves debarred from advancement, because of their lack of a thorough education. Very often, they desire to continue their education, yet cannot afford to do so.

Realizing that the high schools "should in a real sense reflect the major industries of the community" which supports them, and believing that San Francisco employers will co-operate in extending opportunities to gain more efficient industrial service, the following plan and regulations to be known as the "Continuation Plan" are provided:

(a) students who present evidence that they are *actually* and *seriously* employed in an occupation outside of school during a part of the regular school day, but only such, while their school work remains of a satisfactory character, may be allowed to register for a single half-day session in any San Francisco high school, provided that they include not less than eight "Hours," nor more than sixteen "Hours," per Term, in their program; and to such students, upon the completion of one hundred sixty "Hours" of work, according to the provisions of any one of Groups "A," "B," "C," "D," or "E," will be granted a regular diploma and such "Recommendations" to the universities as they may have earned;

(b) students enrolled under the "Continuation Plan" will be given a "MONTHLY REPORT FOR EMPLOYERS";

(c) infringements on school regulations by the recipients, or an unsatisfactory standard of scholarship, or attendance, will warrant a principal in requesting of the Superintendent of Schools that this concession be abrogated.

[Note: The above plan should particularly interest students who have completed a One-Year or a Two-Year "Group." The Board of Education hopes, in the near future, to extend this "Plan."]

## **REGULATIONS.**

These regulations shall supersede all earlier regulations of the San Francisco High School Board, in conflict herewith.

## Operation Order.

The new Course becomes operative, with the exception of the immediate introduction of certain indicated subject-matter, at the opening of the Fall Term, 1913. Students now (1913) enrolled in the Third Year or Fourth Year may be excused from the operation of the new Course, as the Principal may determine. All other students now enrolled shall be credited with that standing which they had attained under the former Courses of Study, as if no change had been made, but such students will complete their High School Course under the provisions of the new plan of work.

### (I) OPERATION PLAN.

The operation plan in all high schools throughout the Course shall be *four* class-exercise periods per week in a "Subject," unless specifically otherwise noted on the "Classification Charts of Studies." The school-program or schedule shall consist of at least six class-exercise periods of forty-five minutes each.

### (II) ENTRANCE.

The holder of a diploma of graduation from a public grammar school is entitled to admission without examination to the beginning class of any San Francisco high school. Pupils of the high eighth grade of the public grammar schools failing of graduation, or of the low eighth grade if recommended by teacher and principal, may be admitted on *examination* conducted by the Superintendent's staff during the week preceding the opening of each school term. Other applicants may be admitted on recommendation of the Superintendent of Schools.

Students who are graduates of *private* schools will be admitted to the beginning class whenever such private school follows a course of study equivalent to that of the public elementary schools; otherwise, they must pass the entrance examinations above stated. Evidence of such equivalent standing exists when the school in question is placed on an accredited list approved by the Superintendent.

Applicants from schools of secondary rank (other than San Francisco public high schools) will be admitted on certificate, or examination, and will be allowed credit according to conditions hereinafter set forth (see "Transfers").

Principals shall keep a permanent record of intrants as evidence that the above conditions have been fulfilled.

### (III) TRANSFERS.

(1) Students transferring from one public San Francisco high school to another shall be allowed full credit in the latter for work completed in any one and all those previously attended. Such students shall bear with them to the new school verified transfers, provided for the purpose, to be filed in the school of entry. No



school shall accept a student by transfer except in due conformity herewith.

(2) Students transferring from other California secondary schools on the "List of Accredited Schools" (University of California), and from private high schools on the "Superintendent's Accredited List," shall be accepted on certified statement of "Subjects" previously completed, credited in "Units" of University of California "Admission Requirements." (Multiply by two and two-thirds to express in terms of San Francisco high school "Hours," *i. e.*, three matriculation "Units" equal eight high school "Hours.")

(3) Students from other secondary schools may be accepted on certified statement of "Subjects" previously completed. The "Subjects" so offered will be credited *provisionally* at such valuation as the principal of the school of entry determines to be fair and equitable according to the rules herein prescribed for the estimation of an "Hour." Permanent credit and final status of such students shall depend upon the quality of the work in each case accomplished in the first half-year spent in the school of entry.

(4) Students transferring from schools requiring but twelve (12) University of California "Matriculation Units" per year, may, in the judgment of the principal of first registry school, be given the same classification they would have received in the school from which they transferred, provided that the shortage of "Units" occurs in the electives.

#### (IV) REGISTRATION.

Students will be registered in any class for which they have completed the regulation number of "Hours" toward graduation, or lack not more than four "Hours" of the number required for such class.

#### (V) REQUIREMENTS FOR GRADUATION.

(1) Every student who meets the following requirements will be awarded a *Diploma of Graduation* from any one of the *Groups* of the *Four-Year Course*.

He, or she, must have attained a satisfactory record, both in scholarship and conduct, such as to earn credit for one hundred sixty (160) "Hours" of work (the equivalent of twenty class-exercises per week throughout the Course), distributed according to the valuations in the "Program of Study," page     ), to wit:

(a) At least thirty-two (32) "Hours" in the prescribed combination "Major" of twenty-four (24) "Hours" of English (of which eight (8) must be "Advanced") and eight (8) "Hours" of United States History and Civics;

(b) Thirty-two (32) "Hours" in an "Elective Major";

(c) Sixteen (16) "Hours" in either a Language "Minor" or a Mathematics "Minor";

(d) Sixteen (16) "Hours" in an "Elective Minor";

- (e) Sixty-four (64) "Hours" of "Electives";
- (f) Forty (40) of the total of one hundred sixty "Hours" to be "Advanced Hours."

(2) Every student who meets the following requirements will be awarded a *Certificate of Proficiency* from the *Two-Year Course* (Group "F"):

He, or she, must have attained a satisfactory record, both in scholarship and conduct, such as to earn credit for eighty (88) "Hours" of work (the equivalent of twenty class-exercises per week throughout the Course), distributed as follows:

- (a) Sixteen (16) "Hours" in the "Prescribed Major";
- (b) Sixteen (16) "Hours" in the "Elective Major";
- (c) Sixteen (16) "Hours" in either a Language "Minor" or a Mathematics "Minor";
- (d) Sixteen (16) "Hours" in an "Elective Minor";
- (e) Sixteen (16) "Hours" of "Electives."

3. Every student who meets the following requirements will be awarded a *Certificate of Proficiency* from the *One-Year Course* (Group "G"):

He, or she, must have attained a satisfactory record, both in scholarship and conduct, such as to earn credit for eighty (80) "Hours" of work, distributed as follows:

- (a) Eight (8) "Hours" in the "Prescribed Major";
- (b) Eight (8) "Hours" in the "Elective Major";
- (c) Eight (8) "Hours" in either a Language "Minor" or a Mathematics "Minor";
- (d) Eight (8) "Hours" in an "Elective Minor";
- (e) Eight (8) "Hours" of "Electives."

## (VI) PROMOTIONS.

Promotions of all students registered in the Second Half-Year and beyond shall in every case be by "Subjects," and not by Classes.

## (VII) CLASSES.

(1) The maximum size of a recitation class or section is declared to be as close an approximation as possible to forty students in "Average Daily Attendance." Principals are directed to balance numbers in such a way as to enforce this provision when subdividing classes into sections.

[Note: It is not intended that the foregoing shall apply to classes or sections in "Laboratory Subjects".]

(2) Classes shall not be maintained in "Third Year Subjects" for an average daily attendance of less than eleven students, nor in "Fourth Year Subjects" for an average daily attendance of less than eight students. Combination between different Half-Year classes, and the aggregating of individuals for these "Subjects,"

under personal supervision of the teacher, are permissible, in totaling the class enrollment.

(3) Column III and Column IV "Language Subjects" or "Mathematics Subjects" (see "Classification Charts of Studies") shall be given in alternate half-year sessions, whenever the average daily attendance of students for two of these "Half-Subjects" does not exceed the number required for the formation of additional sections.

### **(VIII) INTERLOCKING SYSTEM AMONG SCHOOLS.**

(1) Whenever school schedules permit and the principals of the schools concerned consent, a student will be allowed to take a "Subject" in a school other than his Registry School. Such a student shall conform to the regulations of his Registry School at all times other than that actually spent in attendance in the second school, during which time he shall be governed by the regulations of the latter school.

(2) A student will be allowed to register simultaneously in *two high schools* ("double registration"), of which, that school in which he has his "Elective Major" shall be the "Registry School," provided:

(a) that the school schedules permit and the principals of the two schools consent;

(b) that he attends each school for a full half-day session each day;

(c) that he lives up to and obeys the regulations of each school during his attendance at it;

(d) that a student in the "Third Year" or "Fourth Year" of the Course is entitled to avail himself of this privilege for such "Subject" only, and between such schools only, as are specifically noted on the "Classification Chart of Studies" of his Registry School.

(3) Not later than the last day of each school month, the student's record in attendance and scholarship shall be forwarded by the second school to the Registry School. If a student attends a school for less than a half-day session, his attendance shall be counted on the "Daily Average Attendance" record of the Registry School. Attendance in all these cases shall be rigidly safeguarded.

(4) Students complying with these provisions shall be allowed full credit toward graduation in the Registry School for work accomplished under the "System."

### **(IX) RESTRICTED-STATUS STUDENTS.**

"Restricted-Status Students" may be admitted, or permitted to continue in attendance, when facilities are such that their presence will not interfere with the work of "regular students," *by authorization of the principal of the Registry School*, as follows:

(1) Those who, because they have dropped "Subjects" during a Term on account of failure, or on account of ill-health, are taking fewer "Hours" than the minimum;

(2) Those who register for more than the minimum number of "Hours";

(3) Those who register for "Subjects" out of the normal order ;

(4) Those of fifteen years of age, and above, who are admitted by special action of the Board of Education.

### **(X) CONTINUATION PLAN.**

Students who submit evidence that they are working at occupations outside of school, but no other students, may be allowed, by order of the Board of Education, to register for either half-day session, provided that their school record remains satisfactory and that they register for not less than eight nor more than sixteen "Hours" per Term; and such students, upon completing one hundred sixty "Hours" according to any one of Groups "A," "B," "C," "D," or "E," shall be granted a regular diploma and such "Recommendations" to the universities as they may have earned. Students granted this privilege who present Certificates of Proficiency on the basis of Groups "F" or "G" shall be allowed thereon credit respectively for eighty "Hours" and forty "Hours" toward a regular diploma. Such students shall be given regularly a "Report Card for Employers" specifying the character of "Attendance," "Application," "Attention," and "Scholarship," which Report, on the day following that on which given, must be returned properly signed by the employer. Students admitted under the provisions of this paragraph shall be known as "Continuation Plan Students."

### **(XI) SUBMISSION OF PROGRAMS.**

Upon first entering a high school, every student must file, upon the "Program Card" supplied for that purpose, a preliminary "Program of Studies" for the entire Course. The principal, with the aid of members of the faculty assigned by him to that duty, shall have authority to approve, revise, or reject such individual programs of study in conformity with the general provisions herein established. At the end of a week (or earlier, if possible) he shall pass upon such programs.

Not later than the second day of each Term, every student must file, upon a blank form supplied for that purpose, a list of his proposed "Subjects" for the current Term. Regular students must register for at least the minimum number of "Hours" needed toward graduation. Repeated "Subjects," or equivalent substitutions for deficiencies, may be included in totaling the registration "Hours."

[Note: A deficiency in a "Subject" must be overcome, either by repetition or equivalent substitution, before "Hours" may be credited to such "Subject." However, no substitutions for the "Prescribed Major" shall be allowed.]

The principal, with the aid of the faculty, shall pass upon these Term-programs in the same manner as above, paragraph one, this section.



## (XII) STUDENT RECORD CARDS.

(1) During the first school month of each Term the principal, with the aid of the faculty, shall enter on a permanent "Record Card" for each student, the "Subjects" which the principal has approved for such student, and for which the student shall be held responsible. The student's grades in these "Subjects" must be entered on his "Record Card" during the last week of each Term of school.

(2) "Record Cards" for students entering with credited "Units" received by transfer or on examination, must show the extent and source, and also the marking, of such credited "Units," by registration Half-Years. Such card must be fully prepared one month after the principal has received a certified record of the student's credited "Hours." "Record Cards" of students severing their connection with a school must be filed therein for permanent preservation.

## BLANKET CLAUSES.

(1) No provision, or provisions, of this Course of Study with its Regulations shall be construed in such fashion as to diminish the authority of principals in the discipline of students, as elsewhere set forth in the Rules of the Board of Education.

(2) Because of administrative difficulties, or for any other cause, this Course of Study is subject to restriction by the Board of Education.

Respectfully,

DR. A. A. D'ANCONA,  
*President Board of Education.*

ALFRED RONCOVIERI,  
*Superintendent of Schools.*

Adopted by the San Francisco High School  
Board of Education, July 2, 1913.



**GROUP "A." TITLE:—"GENERAL."** This Group is designed to give thorough preparation for life, essentially to students not going to college. The Group is assigned to the following schools: Commerce, Girls, Mission, Polytechnic. Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half-year	FORTH YEAR			
		FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1	4	(Prescribed Major) English—First Year	(Prescribed Major) English—Second Year	(Regular) (Prescribed Major) English—Third Year	(Regular) (Prescribed Major) United States History and Civics. (Prescribed Major) United States History and Civics.
		(Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in column I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors."	(Elective Major) A Subject in column II for the dept. chosen in first year.	(Language Major—Half Requirement) A Language Subject, departments b-f inclusive, in either column I or column III. U. N. S. and S. S.: Latin—First Year	(Elective Major) A Subject in column II or IV, for the option chosen in third year (regular). (Language Major—Half Requirement). A Subject in either column II, or column IV, for department chosen in third year (transition option).
2	4	(First Minor) Either a Language Subject, departments b-f inclusive, or a Mathematics Subject, (Algebra), department h, in column I.	(First Minor) A Subject in column II for the dept. chosen for the first year.	(Elective W or X) Any Subject under W, or in column III under X.	(Limited Elective) English—Fourth Year A. S. and N. S.: Trigonometry and Algebraic Theory (Half year), or Algebraic Theory (One year). Note: See ** below.
		(Elective Minor) A Subject in column I for any department which also offers a "Subject" in Column II.	(Elective Minor) A Subject in column II for the dept. chosen in first year.	(Elective X) Any Subject in column III under X. A S., N. S., and Com.: Solid Geometry or Algebraic Theory (half year)	(Alternative) A Subject in either column II, or column IV, for department prescribed in third year.
3	4	(Elective) Any Subject in column I.	(Elective) Any Subject under W, or Y, or in column III.	(Elective W or X) Any Subject under W, or in column III under X. A. S.: Chemistry.	(Science Alternative) Physics or Chemistry A. S.: Physics. Note: If otherwise fulfilled, then any subject under W or X.
4	4				
5	4				

\*If the "Elective Major" for same Year is a "Subject" under X or Z, except a First Year, or Second Year "Modern Language," follow the direction for the "Elective" (Study 5) of same year.  
\*\*This option must be a continuation of third year work in same department, or subject, to give thorough preparation for life. To students who prepare for life, to students who prepare for college, the Group is assigned to all schools. The Group is assigned to all schools. The Group is assigned to all schools.

to college, but who may finally so decide. The Group is assigned to all schools.  
Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	SECOND YEAR			THIRD YEAR		FOURTH YEAR	
		FIRST YEAR (Prescribed Major) English—First Year	(Prescribed Major) English—Second Year	(Prescribed Major) English—Third Year	(Prescribed Major) English—Second Year	(Prescribed Major) English—Third Year	(Prescribed Major) United States History and Civics.	(Prescribed Major) United States History and Civics.
1	4	(Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in column I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors."	(Elective Major) A Subject in column II for department chosen in first year.	(Elective Major) A Subject, either in column III for department chosen in first year, or in column I, or III, for a permissible combination. Note: see "The Assignments of Majors."	(Prescribed Major) English—Third Year	(Prescribed Major) United States History and Civics.	(Prescribed Major) United States History and Civics.	(Prescribed Major) United States History and Civics.
2	4	(Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in column I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors."	(Elective Major) A Subject in column II for department chosen in first year.	(Elective Major) A Subject, either in column III for department chosen in first year, or in column I, or III, for a permissible combination. Note: see "The Assignments of Majors."	(Elective Major) A Subject in column II, or IV, for the option chosen in the third year.	(Elective Major) A Subject in column II, or IV, for the option chosen in the third year.	(Language Major) A Language Subject in column II, or IV, for the language choice of the third year.	(Language Major) A Language Subject in column II, or IV, for the language choice of the third year.
3	4	(Language Minor) A Language Subject, departments b-f inclusive, in column I. S. S.: Latin for four years. U. N. S.: Latin for two years.	(Language Minor) A Subject in column II for department chosen in first year.	(Elective Language) Either the Language Subject in column III for department chosen in first year, or a Language Subject in column I, or in column III.	(Limited Elective) English—Fourth Year, or Oral Expression, or any other Subject under X or Z.	(Limited Elective) English—Fourth Year, or Oral Expression, or any other Subject under X or Z.	(Limited Elective) English—Fourth Year and A. S.: Trigonometry and Algebraic Theory (Half year), or Algebraic Theory (one year). Note: see * below.	(Limited Elective) English—Fourth Year and A. S.: Trigonometry and Algebraic Theory (Half year), or Algebraic Theory (one year). Note: see * below.
4	4	(Mathematics Minor) Algebra—First Year	(Mathematics Minor) Plane Geometry—Second Year	(Elective X) Any Subject in column III under X, N, S, and Com.: Solid Geometry, and either Trigonometry or Algebraic Theory (half year)	(Elective X or Z) Any Subject under X or Z. Note: If "Elective Major" is X or Z "Subject", then Any Subject.	(Elective X or Z) Any Subject under X or Z. Note: If "Elective Major" is X or Z "Subject", then Any Subject.	(Alternative Science). Physics or Chemistry. Note: If otherwise fulfilled, then Any Subject under W or X. A. S.: Physics.	(Alternative Science). Physics or Chemistry. Note: If otherwise fulfilled, then Any Subject under W or X. A. S.: Physics.
5	4	(Elective) Any Subject in column I.	(Elective) Any Subject under W or Y.	(Elective) Any Subject under W or Y, or in column III	(Elective) Any Subject.	(Elective) Any Subject.	(Elective W or X) Any Subject under W or X. A. S.: Chemistry. N. S.: Trigonometry and Higher Mathematics.	(Elective W or X) Any Subject under W or X. A. S.: Chemistry. N. S.: Trigonometry and Higher Mathematics.

\*Permissible for none but those students who elect all options marked A. S.

GROUP "C." TITLE:—"OCCUPATIONAL." This Group is designed to give thorough preparation to students who plan to enter the technical world whether or not through the medium of a college course. This Group is assigned to all schools.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half year	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1	4	(Prescribed Major) English—First Year	(Prescribed Major) English—Second Year	(Prescribed Major) English—Third Year.	(Constant) English—Fourth Year.
2	4	(Elective Major) A Subject in column I, either for any desired department which offers "Subjects" in columns I, II, III, IV, or for a permissible combination. Note: see "The Assignment of Majors." A. S.: Shop or Draughting Com.: Business.	(Elective Major) A Subject in column II for the department chosen in first year.	(Elective Major) A Subject, either in column III for the department chosen in first year, or in column I, or column III, for a permissible combination. Note: see "The Assignment of Majors." A. S.: Substitutions advisable in certain schools.	(Prescribed Major) United States History and Civics.
3	4	(Language Minor) A Language Subject, departments b-f, inclusive, in column I. S. S.: Latin for four years. U. N. S.: Latin for two years.	(Language Minor) A Subject in column II for the department chosen in first year.	(Elective Language) Either the Subject in column III for the department chosen in first year, or A Language Subject in column I, or in column III. S. S. and U. N. S.: see directions in first year.	(Elective Language) A Subject either in column II, or in column IV, for the department chosen in third year.
4	4	(Mathematics Minor) Algebra—First Year.	(Mathematics Minor) Plane Geometry—Second Year	(Mathematics Constant) Solid Geometry, and either Trigonometry or Algebraic Theory (half year).	(Elective Major) A Subject in column II, or in column IV, for the option chosen in third year. A. S. & N. S.: Either Algebraic Theory (one year) or Trigonometry (half year), and either Algebraic Theory (half year) or other Mathematics (half year)
5	4	(Elective) A. S. with "Shop Major"—Drawing—First Year. Com.: General History Others:—Any Subject in column I. Note: see * below.	(Elective) A. S. with "Shop Major"—Drawing—Second Year. Com.: Commercial and Industrial History. Others: Any Subject under W or X. Note: see * below.	(Constant) A. S.: Chemistry, or Com.: English History and Economics. Others: Any Subject under W, or in column III under X.	(Science Constant) A. S.: Physics Others: Physics, or Chemistry. Note: If otherwise fulfilled, then any Subject under W or X.

\*Students in Polytechnic, A. S. classification, who elect the "Shop Major", may substitute—



**GROUP D. TITLE:—“COLLEGE OF SCIENCE PREPARATORY.”** This Group is designed primarily to give thorough preparation to students desiring to take a university course in the scientific “colleges,” but, by observing certain indicated variations, it may be used in preparing for a university course in other “colleges” (not “Letters”). The Group is designed to Lowell and Mission.

Use this sheet in conjunction with the “Classification Charts of Studies.”

Study Number	“Hours” per Half Year	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1	4	(Prescribed Major) English—First Year	(Prescribed Major) English—Second Year	(Prescribed Major) English—Third Year	(Constant) English—Fourth Year
2	4	(Language Major) Latin—First Year	(Language Major) Latin—Second Year	(Language Major) A Language Subject, departments b-f inclusive in columns I, or III. S. S.: Latin—Third Year Note:—Group “C” students changing take Latin—First Year	(Language Major) A Subject in column II, or IV, for the “Language” department chosen in the third year.
3	4	(Mathematics Minor) Algebra—First Year	(Mathematics Minor) Plane Geometry—Second Year	(Advanced Minor) Solid Geometry and Algebraic Theory (half year), or Trigonometry S. S.: May substitute any Subject in column III under X	(Advanced Minor) Trigonometry and Algebraic Theory (half year), or Algebraic Theory (one year) S. S. & Com.: May substitute any Subject under X
4	4	(Elective) Any Subject in column I A. S.: Drawing—First Year Com.: *Physical Geography. Note: see * below	(Elective) Any Subject under W or Y A. S.: Drawing—Second Year Com.: *Industrial and Commercial History. Note: see * below	(Elective W or X) Any Subject under W, or in column III under X A. S.: Chemistry History and Economics. Note: see * below	(Prescribed Major) United States History and Civics
5	4	(Elective W) Any Subject in column I under W Com.: *General History	(Elective W) Any Subject under W	(Elective) Any Subject under W or Y, or in column III	(Science Constant) Physics, or Chemistry A. S.: Physics Note: If otherwise fulfilled, then any Subject under W or X

\*Advisable for “College of Commerce,” but not essential.

**GROUP "E." TITLE:—"INCLUSIVE COLLEGE PREPARATORY."** This Group is designed primarily to give thorough preparation to students desiring to enter the "College of Social Sciences," but, by observing certain indicated variations, it may be used in preparing for the "College of Letters," or for a university course in any of the other "colleges." The Group is assigned to Girls, Lowell and Mission.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1	4	(Prescribed Major) English—First Year	(Prescribed Major) English—Second Year	(Prescribed Major) English—Third Year	(Constant) English—Fourth Year
2	4	(Latin Major) Latin—First Year	(Latin Major) Latin—Second Year	(Latin Major) Latin—Third Year	(Latin Major) Latin—Fourth Year
3	4	(Mathematics Minor) Algebra—First Year	(Mathematics Minor) Plane Geometry—Second Year	(Elective W or X) Any Subject under W, or in column III under X A. S., N. S. and Com.: Solid Geometry and either Trigonometry or Algebraic Theory (half year) L.: Greek—Second Year, or Greek—First Year	(Prescribed Major) United States History and Civics
4	4	(Elective) Any Subject in column I A. S.: Drawing—First Year Com.: *Physical Geography Note: see * below	(Elective) Any Subject under W or Y A. S.: Drawing—Second Year Com.: *Industrial and Commercial History Note: see * below	(Elective W or X) Any Subject under W, or column III under X A. S.: Chemistry Com.: *English History and Economics. Note: see * below	(Science Constant) Physics, or Chemistry A. S.: Physics Note: If otherwise fulfilled, then any Subject under W or X
5	4	(Elective W) Any Subject in column I under W Com.: *General History	(Elective W) Any Subject under W L.: Greek—First Year	(Elective) Any Subject under W or Y or in column III under X	(Elective W or X) Any Subject under W or X A. S. and N. S.: Trigonometry and Algebraic Theory (half year) or Algebraic Theory (one year) L.: Greek—Second Year, or Greek—Third Year

\*Advisable for "College of Commerce," but not essential.



**GROUP "F." TITLE:—"TWO-YEAR COMMERCIAL-INDUSTRIAL."**

This Group is designed to give intensive preparation for commercial or industrial pursuits to a student who can stay in high school two years only. The Group is assigned to Commerce, Mission and Polytechnic.

Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per Half Year	FIRST YEAR	SECOND YEAR
1	4	(Prescribed Major) English—First Year	(Prescribed Major) English—Second Year
2	4	(Elective Major) Bookkeeping and Arithmetic— First Year or Shop Work—First Year or Domestic Science—First Year	(Elective Major) The Subject in column II for department chosen in first year
3	4	(First Minor) Either a Language Subject, departments b-f, inclusive, in column I, or a Mathe- matics Subject (Algebra), department h, in column I	(First Minor) A Subject in column II for department chosen in first year
4	4	(Elective Minor) Stenography and Typewriting —First Year or Drawing—First Year or Domestic Science—First Year, —not otherwise chosen	(Elective Minor) The Subject in column II for department chosen in first year
5	4	(Elective) Any Subject in column I;— not otherwise chosen	(Elective) Any Subject under W or Y;— not otherwise chosen

**GROUP "G." TITLE:—"ONE-YEAR COMMERCIAL-INDUSTRIAL."** This Group is designed to give intensive preparation for industrial or commercial pursuits to a student who can stay in high school one year only. The Group is assigned to Commerce, Mission and Polytechnic. Use this sheet in conjunction with the "Classification Charts of Studies."

Study Number	"Hours" per half year	FIRST YEAR
1	4	(Prescribed Major) English—First Year
2	4	(Elective Major) Bookkeeping and Arithmetic— First Year or Shop Work—First Year or Domestic Science—First Year
3	4	(First Minor) Either a Language Subject, departments b-f, inclusive, in column I, or a Mathematical Subject (Alge- bra), department h, in col- umn I
4	4	(Elective Minor) Stenography and Typewriting —First Year or Drawing—First Year or Domestic Science—First Year; —not otherwise chosen
5	4	(Elective) Any Subject in column I;— not otherwise chosen

## NOTES FOR CLASSIFICATION CHARTS OF STUDIES

Choice of "Subjects" is limited by the natural sequence of the work. This restriction should be taken into consideration in selecting "Subjects" in columns II, III, IV under Y and Z.

Two "Language Subjects" may not be taken in the First Year. Comments enclosed in parentheses ( ) are explanatory.

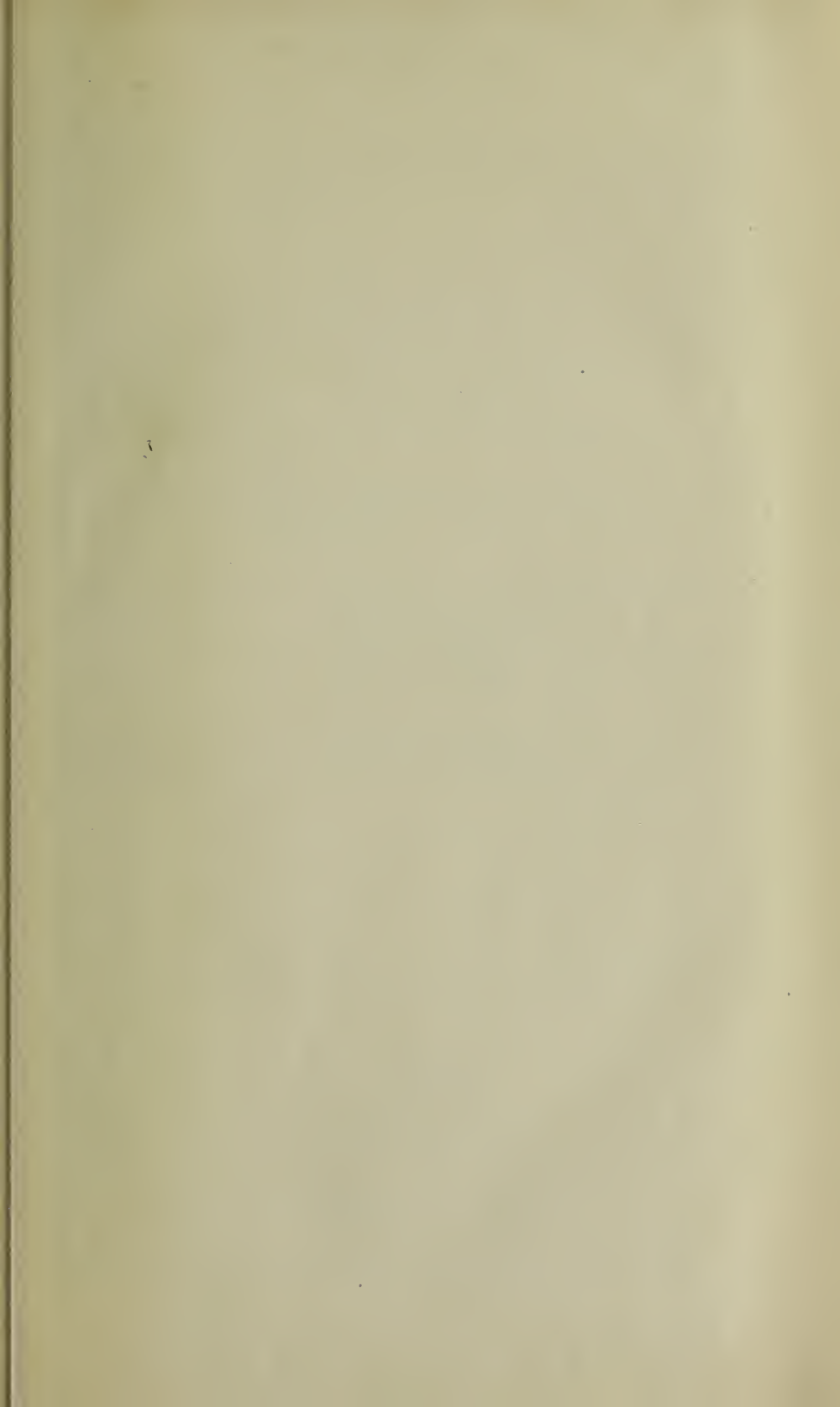
A "Subject" enclosed in parentheses ( ) rightfully belongs in another "Department," but may be included as part of a "Major," or "Minor," in "Departments" under which it is thus printed.

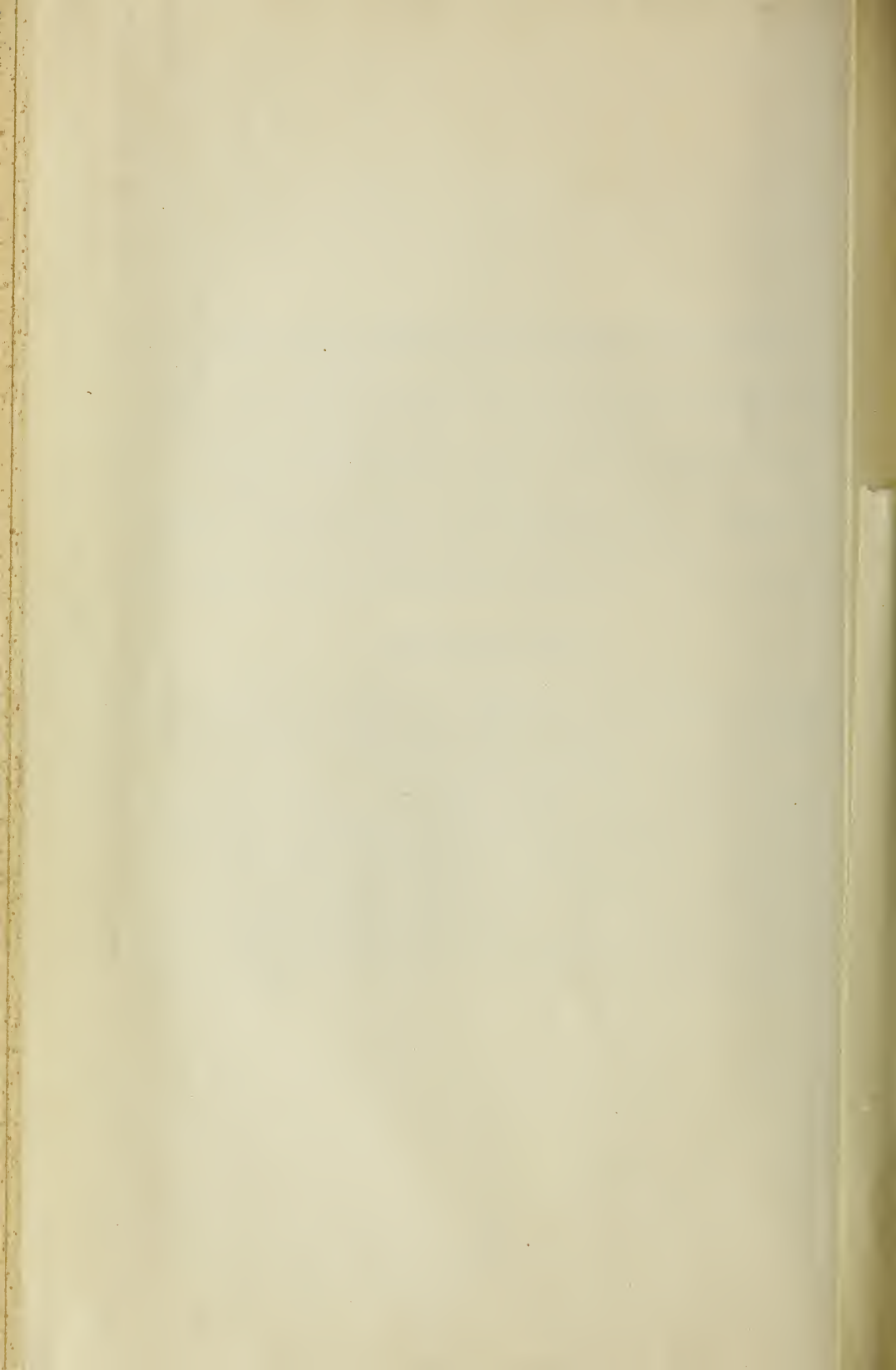
"Subjects" of a "Department" joined by a single brace } are parts of a unity and cannot be separated.

## POSTPONEMENT.

The delays incident to the securing of thoroughly competent teachers and to the providing of efficient equipment will necessitate the postponement of the introduction of certain of the work scheduled under the "Classification Charts of Studies" following:

Foundry work (m), Applied Sciences (o), Cooking (p-ii), Chemistry Division of Domestic Science (p-i), except for the beginnings in Polytechnic High School; Home Division of Domestic Sciences (p-iii), Sewing (p-iv) Column III and Column IV "Subjects" in Girls High School, the "Subjects" in Columns II, III, and IV for Applied Arts (q) in Girls High School and in Mission High School, Stenography and Typewriting (s) in Girls High School, Oral Expression (t), Physical Education (u), except in Lowell High School. These "Subjects" will be first introduced in January, 1914.





Subjects	Class Per per wee	"Hours" half-ye	Matriculat Number U of C	(Column) IV "Subjects"	Class Per per wee	"Hours" half-ye	Matriculat Number U of C
English—Fourth year.....	4	4	14a	English—Fourth year.....	4	4	14b
French—Fourth year.....	4	4	5a3	French—Fourth year.....	4	4	15a1
German—Fourth year.....	4	4	15b3	German—Fourth year.....	4	4	15b1
Spanish—Fourth year.....	4	4	15c3	Spanish—Fourth year.....	4	4	15c1
United States History and Civics .....	9	4	13b	United States History and Civics .....	4	4	5
.....	4	4	4a1	.....			
.....			4a2	.....			
.....	6	4	12b	.....			

(ADVANCED) Z

III				IV			
Science.....	4	4		Accountancy and Finance.....	4	4	
Combined.....	4			Office System and Man- agement—combined .....	4		
Specialized.....	4	4	20d	Specialized Stenography.....	4	4	20d
.....	4	4		Advanced Oral Expression.....	4	4	
Activities.....	4	1		Recreation and Activities.....	4	1	

SUBJECTS

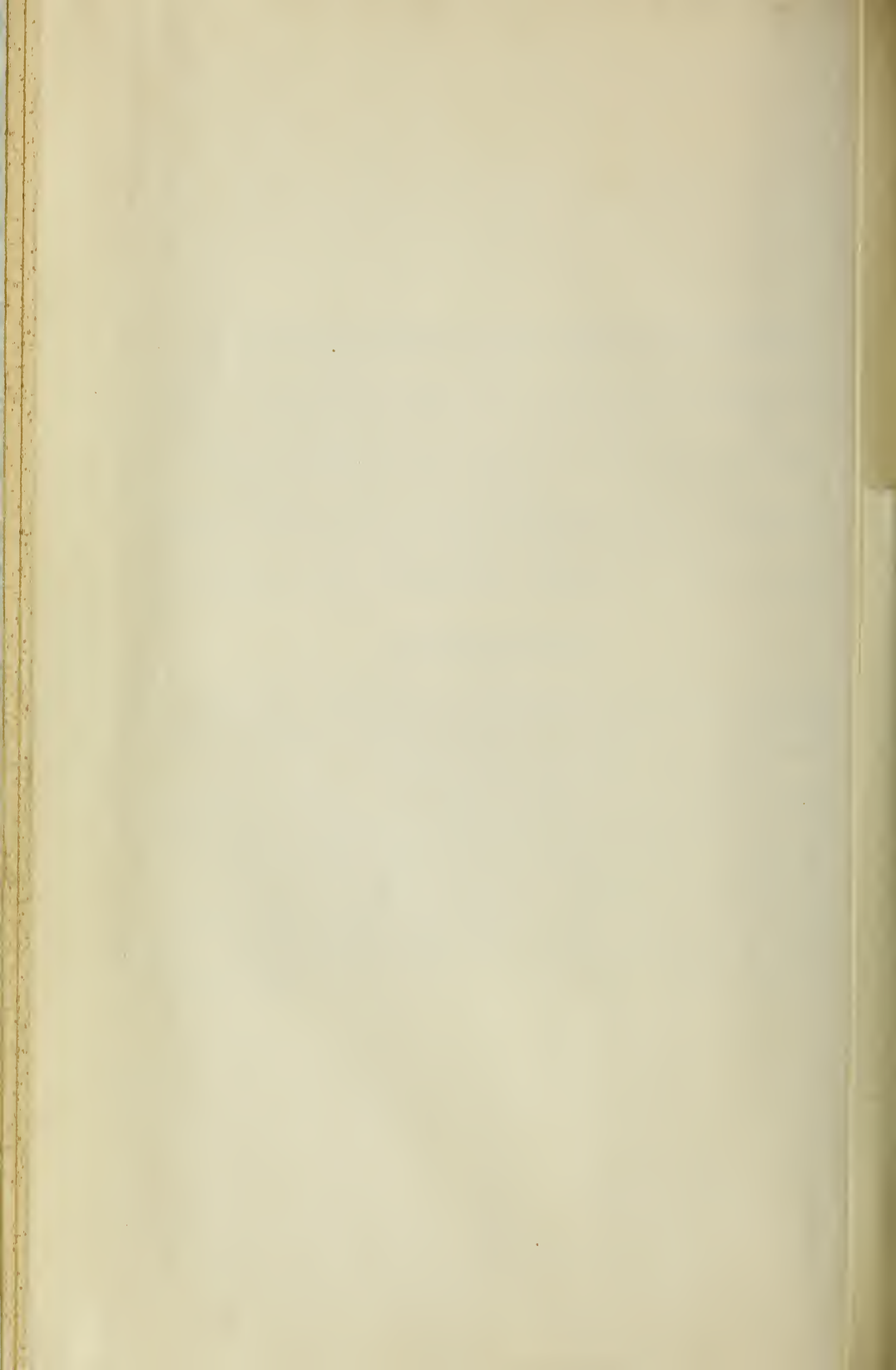
W

II				I			
.....	4	4	6a1 6b1	Latin—Second year.....	5	5	6a 6b

Y

I				II			
(Freehand) Drawing—Second year.....	4	2		(Freehand) Drawing—Second year.....	4	2	16
(Geometric) Shop Practice—Second year.... (Iron and its tools)	4	2		(Geometric) Shop Practice—Second year.... (Iron and its tools)	4	2	17
.....	8	4	18a	.....	8	4	18a
.....	8	4	18d	A Domestic Science Subject.....	4 to 8	4	18d
.....	4	2	18c	Dressmaking and Pattern Drafting .....	4	2	18c
ing—First .....	4	2		(Freehand Drawing—Second year) .....	4	2	16





Classification Chart of Studies for the High School of Commerce

Department Heading	Matriculation Number		Departmental Letter	(FOUNDATIONAL) W									(ADVANCED) X								
	University of California	Leland Stanford Jr. University		(Column) I "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U of C	(Column) II "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U of C	(Column) III "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U of C	(Column) IV "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U of C		
English .....	1, 14	1	a	English—First year.....	4	4		English—Second year.....	4	4	1	English—Third year	4	4	14a	English—Fourth year.....	4	4	14b		
French .....	15a	6	d	French—First year.....	4	4	15a1	French—Second year.....	4	4	15a2	French—Third year	4	4	5a3	French—Fourth year.....	4	4	5a4		
German .....	15b	7	e	German—First year.....	4	4	15b1	German—Second year.....	4	4	15b2	German—Third year	4	4	15b3	German—Fourth year.....	4	4	15b4		
Spanish .....	15c	5	f	Spanish—First year.....	4	4	15c1	Spanish—Second year.....	4	4	15c2	Spanish—Third year	4	4	15c3	Spanish—Fourth year.....	4	4	15c4		
History .....	5, 13a, 13b, 20b	4	g	General History.....	4	4	13a	Industrial and Commercial History .....	4	4	20b	English History (half year)....	9	4	13b	United States History and Civics .....	4	4	5		
Mathematics .....	2, 3, 4	2	h	Introductory Algebra.....	4	4		Algebraic Operation (half year) .....	4	4	3	Economics (half year).....	4	4							
Natural Science .....	12b	3	i					Plane Geometry.....	5	5	2	Algebraic Theory.....	4	4	4a1 4a2						
				(FOUNDATIONAL) Y									(ADVANCED) Z								
				I				II				III				IV					
Bookkeeping .....	20c	12-15	r	Bookkeeping—First year.....	8	4		Bookkeeping—Second year .....	8	4	20c	Theory and Science Bookkeeping .....	4	4		Accountancy and Finance .....	4	4			
				Arithmetic—First Year.....				Arithmetic—Second year.....				Office Practice—combined .....	4			Office System and Management—combined .....	4				
Stenography and Typewriting .....	20d	12-15	s	Stenography—First year.....	3	4		Stenography—Second year.....	3	4	20d	Commercial Applications of Stenography.....	4	4	20d	Specialized Stenography.....	4	4	20d		
				Typewriting—First year .....	4			Typewriting—Second year.....	4												
Expression .....	21	12-15	t	Music .....	4	2		Music .....	4	2	21	Oral Expression.....	4	4		Advanced Oral Expression.....	4	4			
Physical Education.....			u	Gymnasium .....	4	2		Recreation and Hygiene.....	4	2		Recreation and Activities.....	4	1		Recreation and Activities.....	4	1			
Supplementary .....				Additional Stenography.....	2	0		Additional Stenography Advanced .....	2	0											

INTERLOCKING SYSTEM AMONG SCHOOLS

SCHOOL	Session	Department	
		Heading	Letter
Lowell High School	Afternoon Half-Day	Latin	b
Polytechnic High School	Afternoon Half-Day	Drafting	e
		Mechanical Arts	m
		Domestic Science	p
		Sewing	p IV

SUBJECTS

W						I					
II			I			II			I		
Latin—First year.....	4	4	6a1 6b1	Latin—Second year .....	5	5	5a 5b				
Y						II					
I			II			I			II		
(Freehand) Drawing—First year.....	4	2		(Freehand) Drawing—Second year.....	4	2		(Freehand) Drawing—First year.....	4	2	
(Geometric)	4	2		(Geometric)	4	2		(Geometric)	4	2	
Shop Practice—First year.....	8	4	18a	Shop Practice—Second year .....	8	4	18a	Shop Practice—First year.....	8	4	18a
(Wood and its Tools)				(Iron and its tools)				(Wood and its Tools)			
Domestic Science.....	8	4	18d	A Domestic Science Subject.....	4 to 5	4	18d	Domestic Science.....	8	4	18d
Subject								Subject			
Plain sewing.....	4	2	18c	Dressmaking and Pattern Drafting .....	4	2	18c	Plain sewing.....	4	2	18c
(Freehand Drawing—First year) .....	4	2		(Freehand Drawing—Second year) .....	4	2		(Freehand Drawing—First year) .....	4	2	

# Journal of the [illegible] [illegible]

Date	Description	Amount		Balance
		To	By	
1890 Jan 1	Balance forward			100.00
1890 Jan 5	John Smith	5.00		95.00
1890 Jan 10	John Smith	5.00		90.00
1890 Jan 15	John Smith	5.00		85.00
1890 Jan 20	John Smith	5.00		80.00
1890 Jan 25	John Smith	5.00		75.00
1890 Jan 30	John Smith	5.00		70.00
1890 Feb 5	John Smith	5.00		65.00
1890 Feb 10	John Smith	5.00		60.00
1890 Feb 15	John Smith	5.00		55.00
1890 Feb 20	John Smith	5.00		50.00
1890 Feb 25	John Smith	5.00		45.00
1890 Feb 28	John Smith	5.00		40.00
1890 Mar 5	John Smith	5.00		35.00
1890 Mar 10	John Smith	5.00		30.00
1890 Mar 15	John Smith	5.00		25.00
1890 Mar 20	John Smith	5.00		20.00
1890 Mar 25	John Smith	5.00		15.00
1890 Mar 30	John Smith	5.00		10.00
1890 Apr 5	John Smith	5.00		5.00
1890 Apr 10	John Smith	5.00		0.00
1890 Apr 15	John Smith	5.00		5.00
1890 Apr 20	John Smith	5.00		10.00
1890 Apr 25	John Smith	5.00		15.00
1890 Apr 30	John Smith	5.00		20.00
1890 May 5	John Smith	5.00		25.00
1890 May 10	John Smith	5.00		30.00
1890 May 15	John Smith	5.00		35.00
1890 May 20	John Smith	5.00		40.00
1890 May 25	John Smith	5.00		45.00
1890 May 30	John Smith	5.00		50.00
1890 Jun 5	John Smith	5.00		55.00
1890 Jun 10	John Smith	5.00		60.00
1890 Jun 15	John Smith	5.00		65.00
1890 Jun 20	John Smith	5.00		70.00
1890 Jun 25	John Smith	5.00		75.00
1890 Jun 30	John Smith	5.00		80.00
1890 Jul 5	John Smith	5.00		85.00
1890 Jul 10	John Smith	5.00		90.00
1890 Jul 15	John Smith	5.00		95.00
1890 Jul 20	John Smith	5.00		100.00
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1890 Aug 5	John Smith	5.00		115.00
1890 Aug 10	John Smith	5.00		120.00
1890 Aug 15	John Smith	5.00		125.00
1890 Aug 20	John Smith	5.00		130.00
1890 Aug 25	John Smith	5.00		135.00
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1890 Sep 5	John Smith	5.00		145.00
1890 Sep 10	John Smith	5.00		150.00
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1891 Jan 30	John Smith	5.00		290.00
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1891 Feb 10	John Smith	5.00		300.00
1891 Feb 15	John Smith	5.00		305.00
1891 Feb 20	John Smith	5.00		310.00
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1891 Mar 10	John Smith	5.00		330.00
1891 Mar 15	John Smith	5.00		335.00
1891 Mar 20	John Smith	5.00		340.00
1891 Mar 25	John Smith	5.00		345.00
1891 Mar 30	John Smith	5.00		350.00
1891 Apr 5	John Smith	5.00		355.00
1891 Apr 10	John Smith	5.00		360.00
1891 Apr 15	John Smith	5.00		365.00
1891 Apr 20	John Smith	5.00		370.00
1891 Apr 25	John Smith	5.00		375.00
1891 Apr 30	John Smith	5.00		380.00
1891 May 5	John Smith	5.00		385.00
1891 May 10	John Smith	5.00		390.00
1891 May 15	John Smith	5.00		395.00
1891 May 20	John Smith	5.00		400.00
1891 May 25	John Smith	5.00		405.00
1891 May 30	John Smith	5.00		410.00
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1891 Jun 10	John Smith	5.00		420.00
1891 Jun 15	John Smith	5.00		425.00
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1891 Jun 30	John Smith	5.00		440.00
1891 Jul 5	John Smith	5.00		445.00
1891 Jul 10	John Smith	5.00		450.00
1891 Jul 15	John Smith	5.00		455.00
1891 Jul 20	John Smith	5.00		460.00
1891 Jul 25	John Smith	5.00		465.00
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1891 Aug 15	John Smith	5.00		485.00
1891 Aug 20	John Smith	5.00		490.00
1891 Aug 25	John Smith	5.00		495.00
1891 Aug 30	John Smith	5.00		500.00
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1891 Sep 10	John Smith	5.00		510.00
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1891 Oct 5	John Smith	5.00		535.00
1891 Oct 10	John Smith	5.00		540.00
1891 Oct 15	John Smith	5.00		545.00
1891 Oct 20	John Smith	5.00		550.00
1891 Oct 25	John Smith	5.00		555.00
1891 Oct 30	John Smith	5.00		560.00
1891 Nov 5	John Smith	5.00		565.00
1891 Nov 10	John Smith	5.00		570.00
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1892 Apr 15	John Smith	5.00		725.00
1892 Apr 20	John Smith	5.00		730.00
1892 Apr 25	John Smith	5.00		735.00
1892 Apr 30	John Smith	5.00		740.00
1892 May 5	John Smith	5.00		745.00
1892 May 10	John Smith	5.00		750.00
1892 May 15	John Smith	5.00		755.00
1892 May 20	John Smith	5.00		760.00
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1892 Aug 10	John Smith	5.00		840.00
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1892 Aug 20	John Smith	5.00		850.00
1892 Aug 25	John Smith	5.00		855.00
1892 Aug 30	John Smith	5.00		860.00
1892 Sep 5	John Smith	5.00		865.00
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1892 Nov 10	John Smith	5.00		930.00
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1892 Nov 20	John Smith	5.00		940.00
1892 Nov 25	John Smith	5.00		945.00
1892 Nov 30	John Smith	5.00		950.00
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1892 Dec 20	John Smith	5.00		970.00
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1892 Dec 30	John Smith	5.00		980.00
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1893 Jan 10	John Smith	5.00		990.00
1893 Jan 15	John Smith	5.00		995.00
1893 Jan 20	John Smith	5.00		1000.00
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1893 Feb 20	John Smith	5.00		1030.00
1893 Feb 25	John Smith	5.00		1035.00
1893 Feb 28	John Smith	5.00		1040.00
1893 Mar 5	John Smith	5.00		1045.00
1893 Mar 10	John Smith	5.00		1050.00
1893 Mar 15	John Smith	5.00		1055.00
1893 Mar 20	John Smith	5.00		1060.00
1893 Mar 25	John Smith	5.00		1065.00
1893 Mar 30	John Smith	5.00		1070.00
1893 Apr 5	John Smith	5.00		1075.00
1893 Apr 10	John Smith	5.00		1080.00
1893 Apr 15	John Smith	5.00		1085.00
1893 Apr 20	John Smith	5.00		1090.00
1893 Apr 25	John Smith	5.00		1095.00
1893 Apr 30	John Smith	5.00		1100.00
1893 May 5	John Smith	5.00		1105.00
1893 May 10	John Smith	5.00		1110.00
1893 May 15	John Smith	5.00		1115.00
1893 May 20	John Smith	5.00		1120.





# Classification Chart of Studies for Girls High School

Department Heading	Matriculation Number		Departmental Letter	(FOUNDATIONAL) W									(ADVANCED) X								
	University of California	Leland Stanford Jr. University		(Column) I "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) II "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) III "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) IV "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.		
English .....	1, 14a, 14b	1	a	English—First Year .....	4	4		English—Second Year.....	4	4	1	English—Third Year .....	4	4	11a	English—Fourth Year.....	4	4	11b		
Latin .....	6, 7	8	b	Latin—First Year .....	4	4	6b1	Latin—Second Year.....	5	5	6a, 6b	Latin—Third Year .....	4	4	7a, 7b1	Latin—Fourth Year.....	4	4	7b, 7c		
French .....	15a2, a3, a4	6	d	French—First Year .....	4	4	15a1	French—Second Year.....	4	4	15a2	French—Third Year .....	4	4	15a3	French—Fourth Year.....	4	4	15a4		
German .....	15b2, b3, b4	7	e	German—First Year .....	4	4	15b1	German—Second Year.....	4	4	15b2	German—Third Year .....	4	4	15b3	German—Fourth Year.....	4	4	15b4		
Spanish .....	15c2	5	f	Spanish—First Year .....	4	4	15c1	Spanish—Second Year.....	4	4	15c2										
History .....	10, 13a, 13b, 5	4	g	General History.....	4	4	10, or 13a	Med. and Modern History.....	4	4	13a	English History (half year)	4	4	13b	United States History and Civics .....	4	4	5		
								Ancient History.....	4	4	10	Recent History (half year)...	4	4							
Mathematics .....	2, 3, 4	2	h	Introductory Algebra.....	4	4		Algebraic Operations (half year) .....	4	4	3	Algebraic Theory (half year) .....	4	4	4a1						
								Plane Geometry .....	5	5	2	Advanced Algebraic Theory (half year) .....	4	4	4a2						
Science .....	11, 12b, 12d, 12e, 12f	3	i	Biology .....	4	4	12d	Physiology .....	4	4	12f	Solid Geometry .....	4	4	4b	Physics .....	4	4	11		
				Physiography .....	4	4	12e					Chemistry .....	6	4	12b						
Drawing .....	16	10	j	Freehand Drawing—First Year .....	4	2		Freehand Drawing—Second Year .....	4	2	16										
				Y									Z								
				I				II				III				IV					
Natural Science Division.....	18d, 12b	12-15, 3	p I					Household Chemistry .....	4	2		Domestic Chemistry and Chemistry of Foods.....	6	4	12b	Dietetics and Sanitary Chemistry .....		4			
Cooking Division .....	18d	12-15	p 11	Elementary Cooking .....	4	2		Advanced Cooking .....	4	2	18d	Cooking for Invalids and Infants (half year).....	4	2							
				Accounts and Marketing.....	4	2	18d	Home Building, Plans, and Environment (half year)....	4	2	18d	Laundrying (half year).....	4	2	18d	Hygiene of Person, Patient, and Infant (first half year)	4	4	18d		
Home Division .....	18d, 16	12-15, 10	p 111	Household Health and Sanitation .....	4	2	18d	Interior Decorations and Furnishing (half year).....	4	2	18d	Home Economics and Management (half year).....	4	4	18d	Home Nursing (second half year) .....	4	4	18d		
				(Freehand Drawing—First Year) .....	4	2		(Freehand Drawing—Second Year) .....	4	2	16										
					4	2	18c	Dressmaking and Pattern Drafting .....	4	2	18c	Advanced Dressmaking.....	8	4	18c						
Sewing Division .....	18c, 16	12-15, 10	p IV	(Freehand Drawing—First Year) .....	4	2		(Freehand Drawing—Second Year) .....	4	2	16	Tailoring .....	8	4	18c						
					4	2			4	2	16	Millinery .....	8	4	18c						
					4	2		Pen and Ink .....	4	2	16	Art Sewing .....	4	2	18c						
Applied Arts .....	18b, 16	12-15, 10	q		4	2		Charcoal .....	4	2	16	Sketching .....	4	2	18b	History of Art and Artists .....	4	4			
				Clay Modeling .....	4	2	18b	Art Metal Work .....	4	2	18b	Theory and Application of Color .....	4	2	18b						
								Leather Work .....	4	2	18b	Applied Design, differentiated .....	4	2	18b						
Stenography and Typewriting .....	20d	12-15	r	Stenography—First Year.....	3	4		Stenography—Second Year .....	3	4	20d	Tiling .....	4	2							
				Typewriting—First Year.....	4	4		Typewriting—Second Year .....	4	4	20d										
Expression .....	21	12-15	t	Music .....	4	2		Music .....	4	2	21	Oral Expression .....	4	4		Advanced Oral Expression .....	4	4			
Physical Education .....			u	Gymnasium .....	4	2		Recreation and Hygiene.....	4	2		Recreation and Activities .....	4	4		Recreation and Activities .....	4	4			
Supplementary .....																Physical Education .....	4	4			



# Classification Chart of Studies for Lowell High School

Department Heading	Matriculation Number		Departmental Letter	(FOUNDATIONAL) W									(ADVANCED) X								
	University of California	Leland Stanford Jr. University		(Column) I "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) II "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) III "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) IV "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.		
English .....	1, 14	1	a	English—First Year .....	4	4		English—Second Year .....	4	4	1	English—Third Year .....	4	4	14a	English—Fourth Year .....	4	4	14b		
Latin .....	6, 7	8	b	Latin—First Year .....	4	4	6a1, 6b1	Latin—Second Year .....	5	5	6a, 6b	Latin—Third Year .....	4	4	7a, 7c1	Latin—Fourth Year .....	4	4	7b, 7c2		
Greek .....	8, 9	9	c					Greek—First Year .....	4	4	8	Greek—Second Year .....	4	4	8	Greek—Third Year .....	4	4	8		
French .....	15a	6	d									French—First Year .....	4	4	15a1	French—Second Year .....	4	4	15a2		
German .....	15b	7	e	German—First Year .....	4	4	15b1	German—Second Year .....	4	4	15b2	German—Third Year .....	4	4	15b3	German—Fourth Year .....	4	4	15b4		
Spanish .....	15c	5	f									Spanish—First Year .....	4	4	15c1	Spanish—Second Year .....	4	4	15c2		
History .....	5, 10, 13a, 13b	4	g	Ancient Life and Industry (half year) .....	3	3		Greek Civilization (half year) .....	3	3		Med. Hist. (first half year) .....	4	4	13a	United States History and Civics .....	4	4	13		
				Growth of English Nation (half year) .....	3	3		Roman History and Empire (half year) .....	3	3	10	and one of Modern Hist. (second half year) .....	4	4							
											or Political Hist. of Eng. (second half year) .....	4	4	13b	Recent History .....	1					
											or Economics .....	4	4								
Mathematics .....	2, 3, 4, 12a	2	h					Algebraical Operations (half year) .....	4	4	3	Solid Geometry (half year) .....	4	4	4b	Same as Column III.					
				Introductory Algebra .....	4	4		Plane Geometry — Second Year .....	5	5	2	Trigonometry (half year) .....	4	4	12a2						
											Algebraic Theory (half year) .....	4	4	4a1							
											Advanced Algebraic Theory (half year) .....	4	4	4a2							
Natural Sciences .....	11, 12b, 12c, 12d, 12e	3	i	General Science .....	4	3	12c or 12g	Botany .....	4	3	12c	Chemistry .....	6	4	12b	Advanced Physics .....	6	4			
Drawing .....	16, 17	10	j					Zoology .....	4	3	12d	Physics .....	6	4	11						
Fine Arts .....	16	10	k	Freehand Drawing — First Year .....	4	2		Freehand Drawing—Second Year .....	4	2	16	Geometric Drawing—First Year .....	4	2		Geometric Drawing—Second Year .....	4	2	17		
				Freehand Drawing — First Year .....	4	2		Freehand Drawing—Second Year .....	4	2	16	Freehand Drawing — Third Year .....	4	2		History of Art .....	4	4			
Expression .....	21	12-15	t	Music .....	4	2		Music .....	4	2	21	Oral Expression .....	4	4		Advanced Oral Expression .....	4	4			
Physical Education .....			u	Gymnasium .....	4	2		Recreation and Hygiene .....	4	2		Recreation and Activities .....	4	1		Recreation and Hygiene .....	4	2			

Interlocking System Among Schools					Subjects									
School	Session	Department		Letter	I					II				
		Heading			1	2	3	4	5	6	7	8	9	10
Polytechnic .....	Afternoon Half-Day .....	Mechanical Arts .....		m	Shop Practice—First Year (Wood and Its Tools) .....	8	4	18a		Shop Practice — Second Year (Iron and Its Tools) .....	8	4	18a	
		Domestic Science .....		p	A Domestic Science Subject .....	8	4	18d		A Domestic Science Subject .....	8	4	18d	
		Sewing .....		p IV.	Plain Sewing .....	8	4	18c		Dressmaking and Pattern Drafting .....	8	4	18c	
Commerce .....	Afternoon Half-Day .....	Bookkeeping .....		r	Bookkeeping—First Year .....	8	4	20c		Bookkeeping—Second Year .....	8	4	20c	
		Stenography and Type-writing .....		s	Stenography—First Year .....	8	4	20d		Stenography—Second Year .....	8	4	20d	
					Typewriting—First Year .....	4	4	20d		Typewriting—Second Year .....	4	4	20d	



# Classification Chart of Studies for Mission High School

Department Heading	Matriculation Number		Departmental Letter	(FOUNDATIONAL) W									(ADVANCED) X								
	University of California	Leland Stanford Jr. University		(Column) I "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U of C	(Column) II "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U of C	(Column) III "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U of C	(Column) IV "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U of C		
English .....	11a, 11b	1	a	English—First year.....	4	4	1a	English—Second year.....	4	4	1	English—Third year.....	4	4	11a	English—Fourth year.....	4	4	11b		
Latin .....	6, 7	s	b	Latin—First year.....	4	4	6a, 6b1	Latin—Second year.....	5	5	6a, 6b	Latin—Third year.....	4	4	7a, 7c	Latin—Fourth year.....	1	1	7b, 7c2		
French .....	15a	6	d	French—First year.....	4	4	15a1	French—Second year.....	4	4	15a2	French—Third year.....	4	4	15a3	French—Fourth year.....	4	4	15a4		
German .....	15b	7	e	German—First year.....	4	4	15b1	German—Second year.....	4	4	15b2	German—Third year.....	4	4	15b3	German—Fourth year.....	4	4	15b4		
Spanish .....	15c	5	f	Spanish—First year.....	4	4	15c1	Spanish—Second year.....	4	4	15c2	Spanish—Third year.....	4	4	15c3	Spanish—Fourth year.....	4	4	15c4		
History .....	S, 10, 13a, 13b	1	g	General History.....	4	4	10 or 13a	Med. and Modern History.....	4	4	13a	English History (half year)	4	4	13b	United States History and Civics .....	4	4	5		
								Commercial and Industrial History .....	4	4	20b	and either Recent History (half year) .....	4	4							
								Ancient History.....	4	4	10	or Economics (half year) ..	4	4							
Mathematics .....	2, 3, 4, 12a2	2	h	Introductory Algebra.....	4	4		Plane Geometry.....	5	5	2	Solid Geometry (half year)....	4	4	4b	Algebraic Theory (half year)	4	4	4a1		
								Algebraical Operations (half year)	4	4	3	Trigonometry (half year).....	4	4	12a	Advanced Algebraic Theory.... (half year)	4	4	4a2		
Science .....	12b, 12d, 12e, 11	3	i	General Science.....	4	4	12c	Biology .....	4	4	12d	Chemistry .....	6	4	12h	Physics .....	6	4	11		
Drawing .....	16, 17	10	j	(Freehand) Drawing—First year..... (Geometric) .....	4	2		(Freehand) Drawing—Second year..... (Geometric) .....	4	2	16 17										
				Y									Z								
				I			II			III			IIII								
Drafting .....	16, 17	10	l	(Freeband) (Drawing—First year) (Geometric) .....	4	2		(Freeband) (Drawing—Second year) (Geometric) .....	4	2	16 17	Mechanical Drawing.....	8	4		Mechanical Design.....	8	4			
												Architectural Drawing.....	8	4		Architectural Design.....	8	4			
												Civil Engineer's Drawing.....	8	4		Civil Engineer's Design.....	8	4			
												Mining Drawing.....	8	4		Mining Design.....	8	4			
												Marine Drawing.....	8	4		Marine Design.....	8	4			
Applied Mathematics.....	2, 3	2	n	(Introductory Algebra).....	4	4		(Plane Geometry).....	4	4	2	Engineering Applications of Mathematical Formulae.....	4	4		Surveying .....	4	4			
Industrial Chemistry.....	12b	3	o					Household Chemistry and Textiles .....	4	2		(Chemistry) .....	6	4	12b	Industrial Chemistry.....	6	4			
Natural Science Division.....	12b, 18d	2-15, 3	p I					Advanced Cooking.....	4	2	18d	Domestic Chemistry and Chemistry of Foods.....	6	4	12h	Dietetics, and Sanitary Chem-istry .....	6	4	18d		
Cooking Division.....	18d	12-15	p II	Elementary Cooking.....	4	2		Home Building, Plans and Environment, (half year)	4	2	18d	Cooking for Invalids and Infants (half year).....	4	2							
				Accounts and Marketing.....	4	2	18d	Interior Decorations and Furnishings, (half year)	4	2	18d	Laundrying (half year).....	4	2	18d	Hygiene of Person, Patient and Infant..... (First half year)	4	4	18d		
Home Division.....	18d, 16	12-15, 10	p III	(Freehand Drawing—First year) .....	4	2		(Freehand Drawing—Second year) .....	4	2	16	Home Economics and Man-agement (half year).....	4	4	18d	Home Nursing .....	4	4	18d		
								Dressmaking and Pattern Drafting .....	4	2	18c	Advanced Dressmaking.....	8	4	18c	Tailoring .....	8	4	18c		
Sewing .....	18c, 16	12-15, 10	p IV	Plain Sewing.....	4	2	18c	(Freehand Drawing—Second year) .....	4	2	16	Millinery .....	8	4	18c						
				(Freehand Drawing—First year) .....	4	2		Freehand Drawing..... Second year.	4	2	16	Art Sewing.....	4	2	18c						
								Pen and Ink.....	4	2	(16)	Color and Wash.....	4	2	18b						
								Charcoal .....	4	2	(16)	Applied Design, differentiated	4	2	18b	Composition .....	8	4			
												Sketching .....	4	2							
Applied Arts.....	18b, 16	10	q	Clay Modeling..... (Second half year)	4	2		Clay Modeling and Advanced Clay Modeling (half year each) .....	4	2	18b	Tiling .....	4	2	18b						
				Art Metal Work..... (Second half year)	4	2		Art Metal Work.....	4	2	18b										
								Wood Carving .....	4	2	18b										
								Leather Work.....	4	2	18b										
								Bookbinding .....	4	2	18b										
Bookkeeping .....	20c	12-16	r	Bookkeeping—First year.....	8	4	20c	Bookkeeping—Second year.....	8	4	20c										
Stenography and Typewriting.....	20d	12-15	s	Stenography—First year..... and Typewriting—First year.....	3	4	20d	Stenography—Second year and Typewriting—Second year	3	4	20d										
Expression .....	21	12-15	t	Music .....	4	2		Music .....	4	2	21	Oral Expression.....	4	4		Advanced Oral Expression.....	4	4			
Physical Education.....			u	Gymnasium .....	4	2		Recreation and Hygiene.....	4	2		Recreation, and Activities.....	4	4		Recreation and Activities.....	4	4			
Supplementary .....												Arithmetic for Prospective Teachers (half year).....	4	4							
												Grammar for Prospective Teachers (half year).....	4	4							

INTERLOCKING SYSTEM AMONG SCHOOLS				SUBJECT							
SCHOOL	SESSION	Department		I			II				
		Heading	Letter								
Polytechnic High School	Afternoon Half-Day	Mechanical Arts	m	Shop Practice—First year..... (Wood and Its Tools)	S	4	18a	Shop Practice—Second year (Iron and Its Tools)	S	4	18a



# Classification Chart of Studies for Polytechnic High School

Department Heading	Matriculation Number		Departmental Letter	(FOUNDATIONAL) W						(ADVANCED) X									
	University of California	Leland Stanford Jr. University		(Column) I "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) II "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) III "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) IV "Subjects"	Class periods per week	"Hours" per half-year	Matriculation Number U. of C.
English .....	1, 14a, 14b	1	a	English—First year.....	4	4		English—Second year.....	4	4	1	English—Third year.....	4	4	14a	English—Fourth year.....	4	4	14b
French .....	15a	6	d	French—First year.....	4	4	15a1	French—Second year.....	4	4	15a2	French—Third year.....	4	4	15a3	French—Fourth year.....	4	4	15a4
German .....	15b	7	e	German—First year.....	4	4	15b1	German—Second year.....	4	4	15b2	German—Third year.....	4	4	15b3	German—Fourth year.....	4	4	15b4
Spanish .....	15c	5	f	Spanish—First year.....	4	4	15c1	Spanish—Second year.....	4	4	15c2	Spanish—Third year.....	4	4	15c3	Spanish—Fourth year.....	4	4	15c4
History .....	5	4	g	General History.....	4	4	10, or 13a								United States History and Civics .....	4	4	5	
Mathematics .....	2, 3, 4, 12a2	2	h	Algebra—First year.....	4	4	3	Plane Geometry—Second year.....	4	4	2	Solid Geometry (half year)....	4	4	4b	Algebraic Theory (half year).....	4	4	4a1
												Trigonometry (half year).....	4	4	12a2	Advanced Algebraic Theory (half year).....	4	4	4a2
Natural Sciences.....	11, 12b, 12c	3	i	General Science (Girls).....	4	4	12c	Elementary Physics.....	4	2	16	Chemistry .....	6	4	12b	Physics .....	6	4	12
				Elementary Science (Boys)....	4	4	12g	(Preliminary part of Physics)											
Drawing .....	16, 17	10	j	(Freehand) Drawing—First year.....	4	2		(Freehand) Drawing—Second year.....	4	2	16								
				(Geometrical) .....		2		(Geometrical) .....	4	2	17								
Y																			Z
				I				II				III				IV			
Drafting .....	16, 17	10	t	(Freehand) Drawing—First year.....	4	2		(Freehand—Differentiated) Drawing—Second year.....	4	2	16	Mechanical Drawing.....	8	4		Mechanical Design.....	8	4	
				(Geometrical) .....	4	2		(Geometrical—differentiated) .....	4	2	17	Architectural Drawing.....	8	4		Architectural Design.....	8	4	
												Civil Engineer's Drawing.....	8	4		Civil Engineer's Design.....	8	4	
												Mining Drawing.....	8	4		Mining Design.....	8	4	
												Marine Drawing.....	8	4		Marine Design.....	8	4	
Mechanical Arts.....	18a	11	m	Shop Practice—First year.....	8	4	18a	Shop Practice—Second year.....	8	4	18a	Machine Shop Practice.....	8	4	18a	Machine Shop Construction.....	8	4	18a
				(Wood and its Tools) .....				(Iron and its Tools) .....				Moulding Practice.....	8	4	18a	Molding Construction.....	8	4	18a
Applied Mathematics.....			n	(Algebra—First year).....	4	4	2	(Plane Geometry).....	4	2	2	Pattern Making Practice.....	8	4	18a	Pattern Making Construction.....	8	4	18a
Applied Physics.....	12g, 11	3	o	(Elementary Science).....	4	4	12g	Electricity (half year).....	4	2		Wood Work Practice.....	8	4	18a	Wood Work Construction.....	8	4	18a
								Heat and Mechanics (half year) .....	4	2		Forge Practice.....	8	8	18a	Forge Construction.....	8	4	18a
Natural Science Division.....	12e, 12b, 18d	12-15, 3	p I	(General Science).....	4	4	12c	Household Chemistry and Textiles .....	4	2		Engineering Application of Mathematical Formulae.....	4	4		Surveying .....	4	4	
Cooking Division.....	18d	12-15	p II	Elementary Cooking.....	4	2		Advanced Cooking.....	4	2	18d	Industrial Electricity—D. C. (half year).....	4	2		Industrial Electricity—A. C. (half year).....	4	2	
				Accounts and Marketing.....	4	2	18d	Home Building, Plans and Environment (half year)....	4	2	18d	Practical Mechanics and Strength of Materials.....	4	2		Steam and Gas Engines (half year).....	4	2	11
Home Division.....	18d, 16	12-15, 10	p III	Household health and Sanitation .....	4	2	18d	Interior Decoration and Furnishing (half year).....	4	2	18d	Domestic Chemistry and Chemistry of Foods.....	6	4	12b	Dietetics and Sanitary Chemistry .....	6	4	
				(Freehand Drawing—First year) .....	4	2		(Freehand Drawing—Second year) .....	4	2	16	Cooking for Invalids and Infants (half year).....	4	2		Hygiene of Person, patient and Infant (first half year).....	4	4	18d
Sewing Division.....	16, 18c	12-15, 10	p IV	Plain Sewing.....	4	2	18c	Dressmaking and Pattern Drafting .....	4	2	18c	Laundrying and Incidentals (half year).....	4	2	18d	Home Nursing (second half year) .....	4	4	18d
				(Freehand Drawing—First year) .....	4	2		(Freehand Drawing—Second year) .....	4	2	16	Home Economics and Management (half year).....	4	4	18d				
				Freehand Drawing—First year.....	4	2		Freehand Drawing—Second year .....	4	2	16	Advanced Dressmaking.....	8	4	18c	Advanced Tailoring.....	8	4	
Applied Arts.....	18b, 16	10	q	Pen and Ink.....	4	2	(16)	Charcoal .....	4	2	(16)	Theory and Application of Color and Wash.....	4	2	18b	Trades' Art, differentiated.....	8	4	
				Advanced Clay Modeling.....	4	2	18b	Art Metal Work.....	4	2	18b	Applied Design, differentiated.....	4	2	18b	Composition .....	8	4	
				Clay Modeling.....	4	2		Wood Carving.....	4	2	18b	Sketching .....	4	2					
								Leather Work.....	4	2	18b	Tiles, or Pottery.....	4	2	18b				
								Bookbinding .....	4	2	18b	Advanced Art Metal Work.....	4	2					
Addenda Industrial Chemistry .....	12 b	3	o									Advanced Wood Carving.....	4	2					
Expression .....	21	12-15	t	Music .....	4	2		Music .....	4	2	21	Advanced Leather Work.....	4	2					
Physical Education.....			u	Gymnasium .....	4	2		Recreation and Hygiene.....	4	2		Advanced Bookbinding.....	4	2					
												(Chemistry) .....	6	4	12b	Industrial Chemistry.....	6	4	
												Oral Expression.....	4	4		Advanced Oral Expression.....	4	4	
												Recreation and Activities.....	4	4		Recreation and Activities.....	4	4	

## INTERLOCKING SYSTEM

SCHOOL	Session	Department	
		Heading	Letter
Lowell High School	Afternoon half-day	Latin	b
Commercel High School	Afternoon half-day	Bookkeeping	r
		Stenography and Typewriting	s

## SUBJECTS

W				V			
I		II		I		II	
Latin—First year.....	4	1	6a1, 6b1	Latin—Second year.....	4	4	6a, 6b
I		II		I		II	
Bookkeeping—First year.....	8	4		Bookkeeping—Second year.....	8	4	2c
Stenography—First year.....	3	4		Stenography—Second year ..	3	4	2d
and				and			
Typewriting—First year.....	4	4		Typewriting—Second year ..	4	4	2d



# Inclusive Classification Chart of Studies

Department Heading	Matriculation Number		Departmental Letter	(FOUNDATIONAL) W									(ADVANCED) X										
	University of California	Leland Stanford Jr. University		(Column) I "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) II "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) III "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.	(Column) IV "Subjects"	Class Periods per week	"Hours" per half-year	Matriculation Number U. of C.				
English	14a, 11b	1	a	English—First year.....	4	4	1	English—Second year.....	4	4	1	English—Third year.....	4	4	14a	English—Fourth year.....	1	1	14b				
Latin	6, 7	8	b	Latin—First year.....	4	4	6a1, 6b1	Latin—Second year.....	5	5	6a2, 6b2	Latin—Third year.....	4	4	7a, 7c	Latin—Fourth year.....	1	1	7b, 7c				
Greek	8, 9	9	c	(Latin—First year).....	4	4	6a1, 6b1	Greek—First year.....	1	4	8a	Greek—Second year.....	4	4	8b	Greek—Third year.....	1	4	9				
French	15a	6	d	French—First year.....	4	4	15a1	French—Second year.....	4	4	15a2	French—Third year.....	4	4	15a3	French—Fourth year.....	1	4	15a4				
German	15b	7	e	German—First year.....	4	4	15b1	German—Second year.....	1	4	15b2	German—Third year.....	4	4	15b3	German—Fourth year.....	1	4	15b4				
Spanish	15c	5	f	Spanish—First year.....	4	4	15c1	Spanish—Second year.....	4	4	15c2	Spanish—Third year.....	4	4	15c3	Spanish—Fourth year.....	1	4	15c4				
History	5, 10, 13a, 13b, 20b	1	g	General History.....	4	4	10or13a	Med. and Mod. History.....	4	4	13a	English History (half year)....	4	4	13b	United States Hist. and Civics	1	4	5				
				Ancient Life and Industry... (half year)	3	3		Ancient History.....	4	4	10	Recent History—(half year)...	4	4									
				Growth of English Nation... (half year)	3	3		Com. and Industrial Hist.....	4	4	20b	Med. Hist. (first half year)	4	4		Recent History.....	1	2					
								Greek Civilization (half year)	3	3	10	and one of Mod. Hist. (second half year) or Po-	4	4	13a, 13b								
Mathematics	2, 3, 1	2	h	Algebra—First year.....	4	4	3	Plane Geometry.....	5	5	2	Solid Geometry (half year)....	4	4	4b	Same as Column III.....							
				Introductory Algebra.....	4	4		Algebraical Operation (half year) .....	4	4	3	Trigonometry (half year)....	4	4	12a2								
Sciences	12b, 12c, 12d, 12e, 12f, 12g, 11	3	i	Biology.....	4	4	12d	Botany.....	4	4	12c	Chemistry.....	6	4	12b	Same as Column III.....							
				Physical Geography.....	1	4	12e	Physiology.....	4	1	12f	Physics.....	6	4	11								
				General Science.....	4	4	12e, g	Elementary Physies.....	4	2													
				Elementary Science.....	4	4	12g																
Drawing	16, 17	10	j	(Freehand) Drawing—First year..... (Geometric)	4	2		(Freehand) Drawing—Second year..... (Geometric)	4	2	16												
					4	2			4	2	17												
Y																							
Fine Arts	16	10	k	I			II			III			IV										
				Freehand Drawing—First year.....	4	2		Freehand Drawing—Second year.....	4	2	16	Freehand drawing—Third year.....	4	2		History of Art.....	4	4					
Drafting	16, 17	10	l	(Freehand) (Drawing—First year)..... (Geometric)	4	2		(Freehand—differentiated) (Drawing—Second year)..... (Geometric—differentiated)	4	2	16	Mechanical Drawing.....	8	4		Mechanical Design.....	8	4					
					4	2			4	2	17	Architectural Drawing.....	8	4		Architectural Design.....	8	4					
Mechanical Arts	18a	11	m	Shop Practice—First year..... (Wood and its Tools)	8	1	18a	Shop Practice—Second year (Iron and its Tools)	8	1	18a	Civil Engineer's Drawing.....	8	4		Civil Engineer's Design.....	8	4					
											Mining drawing.....	8	4		Mining Design.....	8	4						
											Marine drawing.....	8	4		Marine Design.....	8	4						
											Machine Shop Practice.....	8	1	18a	Machine Shop Construction.....	8	4	18a					
Applied Mathematics	2, 3	2	n	(Algebra—First year).....	4	1	3	(Plane Geometry).....	4	1	2	Molding Practice.....	8	4	18a	Molding Construction.....	8	4	18a				
											Pattern Making Practice.....	8	4	18a	Pattern Making Construction.....	8	4	18a					
Applied Physics	12g, 11	3	o	(Elementary Science).....	4	1	12g	Electricity (half year).....	4	2		Wood Work Practice.....	8	4	18a	Wood Work Construction.....	8	4	18a				
								Heat and Mechanics (half year) .....	4	2		Forge Practice.....	8	4	18a	Forge Construction.....	8	4	18a				
Industrial Chemistry	12b	3										Engineering Applications of Mathematical Formulae.....	4	4		Surveying.....	4	4					
Natural Science Division	12e, 12h, 18d	3, 12-15	p1	(General Science).....	1	1	12e	Household Chem(istry and Textiles).....	1	2		Industrial Electricity—D. C. (half year).....	4	2		Industrial Electricity—A. C. (half year).....	4	2					
Cooking Division	18d	12-15	p11	Elementary Cooking.....	1	2		Advanced Cooking.....	1	2	18d	Practical Mechanics and Strength of Materials (half year).....	1	2		Steam and Gas Engines (half year) .....	4	2	11				
Home Division	18d, 16	12-15	p111	Accounts and Marketing.....	4	2	18d	Home Building, Plans and Environment (half year)....	4	2	18d	(Chemistry).....	6	4	12b	Industrial Chemistry.....	6	4					
				Household Health and Sanitation.....	4	2	18d	Interior Decoration and Furnishing (half year)....	1	2	18d	Domestic Chemistry and Chemistry of Foods.....	6	4	12b	Dietetics and Sanitary Chemistry.....	6	4	18d				
Sewing	18c, 16	12-15	p1V	(Freehand Drawing—First year).....	1	2		(Freehand Drawing—Second year).....	4	2	16	Cooking for Invalids and Infants (half year).....	4	2									
				Plain Sewing.....	1	2	18c	Dressmaking and Pattern Drafting.....	4	2	18c	Laundring and Incidentals (half year).....	4	2	18d	Hygiene of Person, Patient, and Infant (first half year).....	4	4	121				
Applied Arts	18b, 16	10	q									Home Economics and Management (half year).....	4	4	18d	Home Nursing (second half year) .....	4	4	124				
				Freehand Drawbg—First year	1	2						Advanced Dressmaking.....	8	1	18c								
												Tailoring.....	8	4	18c	Advanced Tailoring.....	8	4	18c				
												Millinery.....	8	4	18c								
Bookkeeping	20c	12-15	r									Art Sewing.....	4	2	18c								
												Theory and Application of Color and Wash.....	4	2	18b	Trades' Art, differentiated ...	8	4					
												Applied Design, differentiated	4	2	18b	Composition.....	8	4					
												Sketching.....	1	2	18b								
Stenography and Typewriting	20d	12-15	s	Freehand Drawbg—First year	1	2		Pen and Ink.....	1	2	(16)	Tiling, or Potter.....	1	2	18b	History of Art and Artists.....	4	4					
Expression	21	12-15	t					Advanced Clay Modeling.....	4	2	18b	Advanced Art Metal Work.....	4	2	18b								
Physical Education			u					Art Metal Work.....	1	2	18b	Advanced Wood Carving.....	4	2	18b								
								Wood Carving.....	4	2	18b	Advanced Leather Work.....	4	2	18b								
Supplementary								Leather Work.....	4	2	18b	Advanced Bookbinding.....	1	2	18b								
								Bookbinding.....	4	2	18b	Theory and Science of Book keeping.....	1	4		Accounting and Finance.....	4	4					
								Bookkeeping—First year.....	8	1	20c	Office Practice combined.....	1			Office System and Management Combined.....	1	4					
								Stenography—First year and Typewriting First year	3	1		Commercial Application of Stenography.....	1	1	20d	Specialized Stenography.....	4	4	201				
				Music.....	4	2		Music.....	1	2	21	Oral Expression.....	1	4		Advanced Oral Expression.....	4	1					
				Gymnasium.....	4	2		Recreation and Hygiene.....	1	2		Recreation and Activities.....	4	1		Recreation and Activities.....	4	1					
				Additional Stenography.....	2	0		Additional Stenography Advanced .....	2	0		Arithmetic for Prospective Teachers (half year).....	4	4		Advanced Physics.....	4	4					
												Grammar for Prospective Teachers (half year).....	1	1		Physiography with Laboratory.....	6	4					







